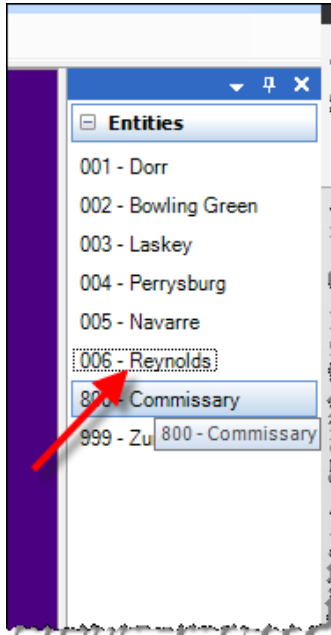


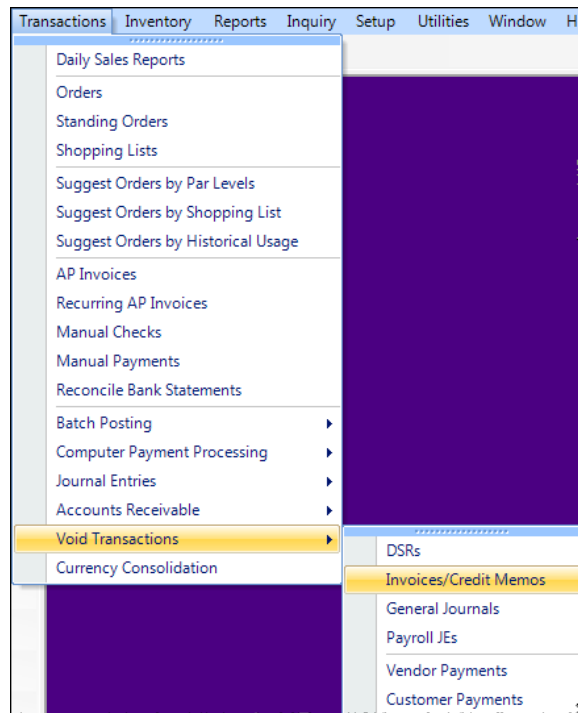
Unshipping a Posted IST

Here are the steps to correcting an already posted Inter Store Transfer:

Navigate to the receiving store – 006 Reynolds



Navigate to Transactions > Void Transactions > Invoices/Credit Memo



Here us the Vendor Code to choose IC 001 (the sending store):

Void Invoices/Credit Memos
Void Invoice/Credit Memo

Voucher

Vendor Code: Vendor Name:

Voucher #	Vendor Code	Vendor Name	address1	address2	city	state
Document #	HAUNTED	Haunted Hydro	1024 Tiffin St		Fremont	OH
	HAWKINS	Hawkins Plumbing	P.O Box 5875		Toledo	OH
Void Date:	HOTSCHDULE	HotSchedules.Com				
	IC 001	Dorr				
	IC 002	Bowling Green				
Doc Type:	IC 003	Laskey				
Doc Amount:	IC 004	Perrysburg				
	IC 005	Navarre				

Use the magnifying glass to open all Docs associated with this sending store, and select the voucher in question, posted on 12/27 for \$1800.

Vendor Code: Vendor Name:

Voucher # (Show vouchers for last months)

Document #

Find Invoices

Find records where

Document #	Vendor	Apply Date	Doc Type	Doc Amt	Batch Code
IST-001-00031	Dorr	10/24/2014	INV	\$55.33	BV-006-000111
IST-001-00036	Dorr	10/27/2014	INV	\$110.23	BV-006-000125
IST-001-00051	Dorr	11/04/2014	INV	\$103.68	BV-006-000164
IST-001-00057	Dorr	11/12/2014	INV	\$0.00	BV-006-000191
IST-001-00080	Dorr	12/27/2014	INV	\$1,800.00	BV-006-000379
IST-001-00082	Dorr	12/28/2014	INV	\$29.87	BV-006-000378
IST-001-00085	Dorr	01/02/2015	INV	\$28.18	BV-006-000390
IST-001-00087	Dorr	01/03/2015	INV	\$151.02	BV-006-000393
IST-001-00089	Dorr	01/06/2015	INV	\$146.39	BV-006-000398

Ensure the void date matches the apply date and select to recover this voucher into a new batch:

Void Invoices/Credit Memos
Void Invoice/Credit Memo

Voucher

Vendor Code: Vendor Name:

Voucher # (Show vouchers for last months)

Document #

Void Date: Recover this voucher into a new batch

Doc Type: Doc Date: Due Date:

Doc Amount: Apply Date: Posted Date:

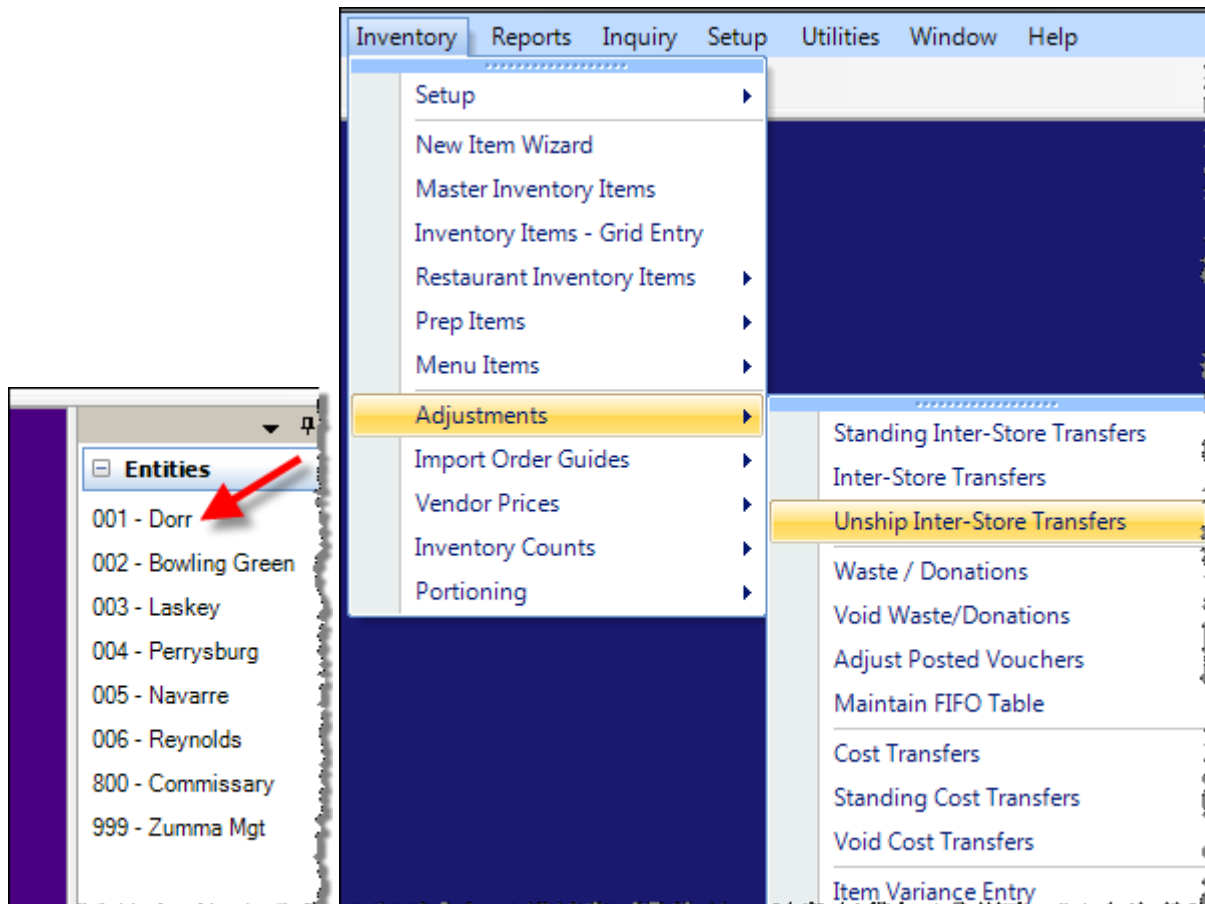
Voucher Details

Item #	Item Description	GL Account #	Qty	Amount	Ext. Price
716	Thermal Box Label	5200-000	1.00	\$1,800.00	\$1,800.00

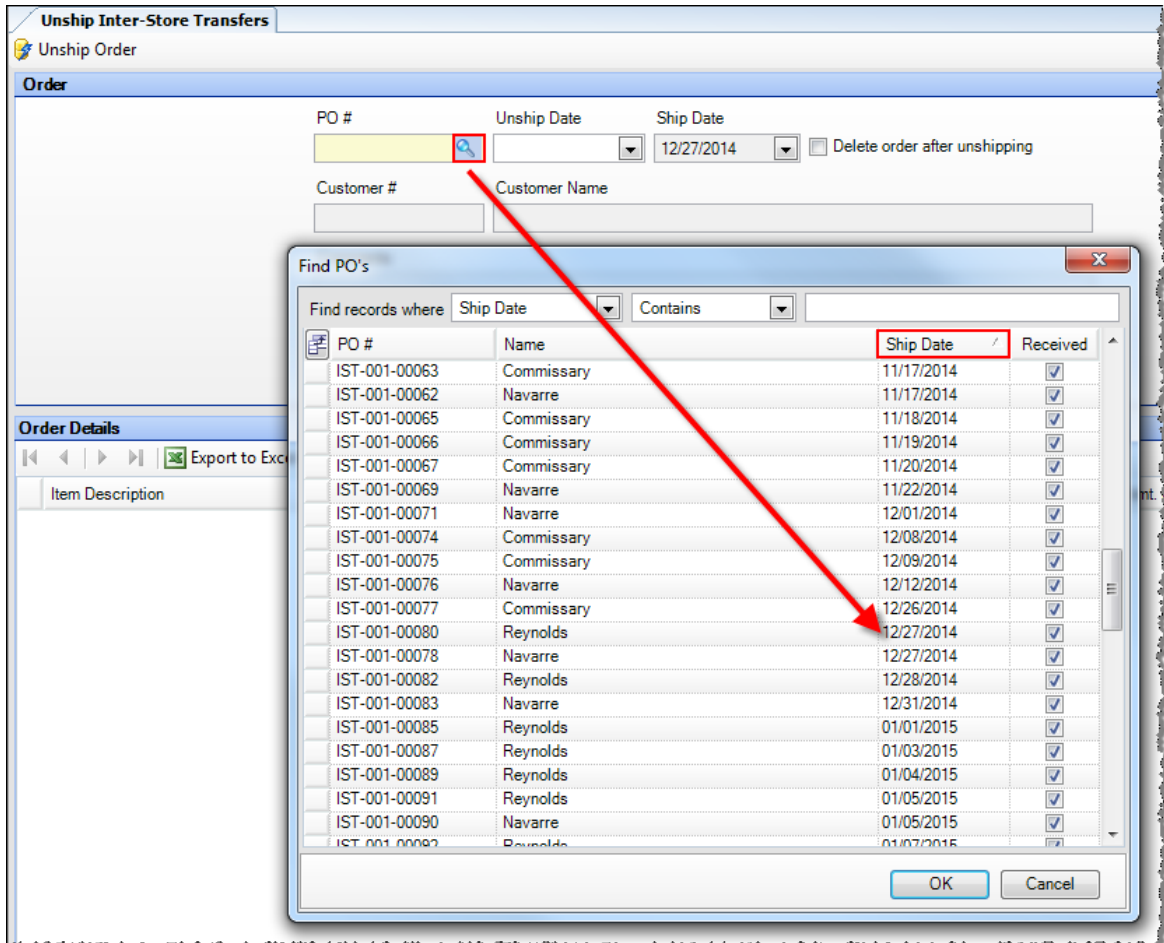
The resulting Register will look like the following:

Void Invoices/Credit Memos						
Entity: Reynolds, Entity #6				Report Run: 3/4/2015 9:26:31 AM		
Batchcode: VINV-006-00007				Page: 1 of 1		
Entity #	Trx Date	GL Acct #	Description	Debit	Credit	Reference
1	12/27/2014	1399-000	Inventory: in Transit	\$1,800.00		BV-006-000379
1	12/27/2014	3300-006	I/C - Reynolds		\$1,800.00	BV-006-000379
6	12/27/2014	3300-001	I/C - Dorr	\$1,800.00		BV-006-000379
6	12/27/2014	5200-000	Food Costs:Restaurant Supplies		\$1,800.00	Dorr - 12/27/14
4 total records				GL Totals ->	\$3,600.00	\$3,600.00

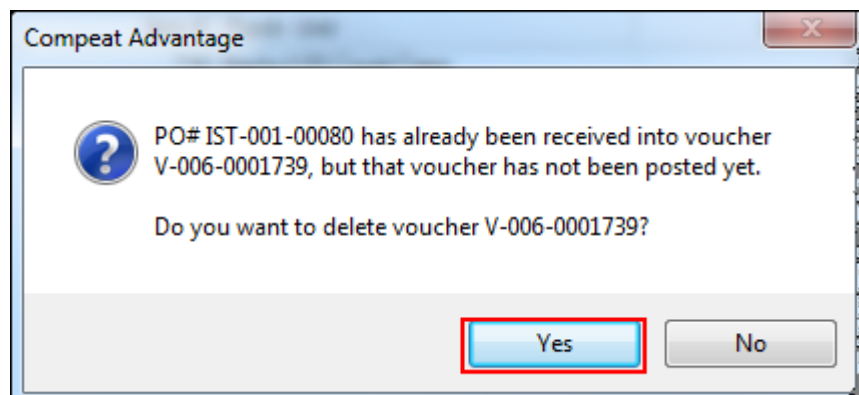
Next, navigate to the sending store, 001 – Dorr and navigate to
Inventory > Adjustments > Unship Inter-Store Transfers



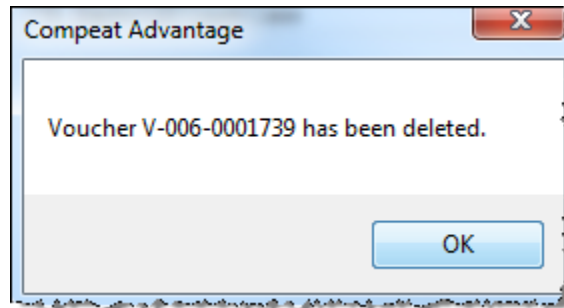
Use the PO# Magnifying Glass to open all ISTs shipped from this location, and choose the 12/27/2014 IST (you can sort on the ship date column to make it easier to find):



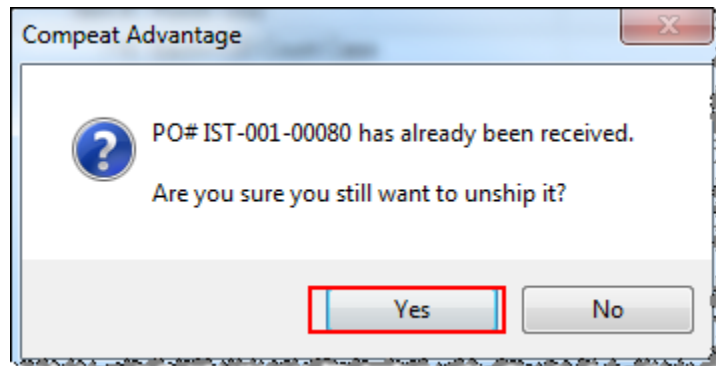
Choose yes on the following message:



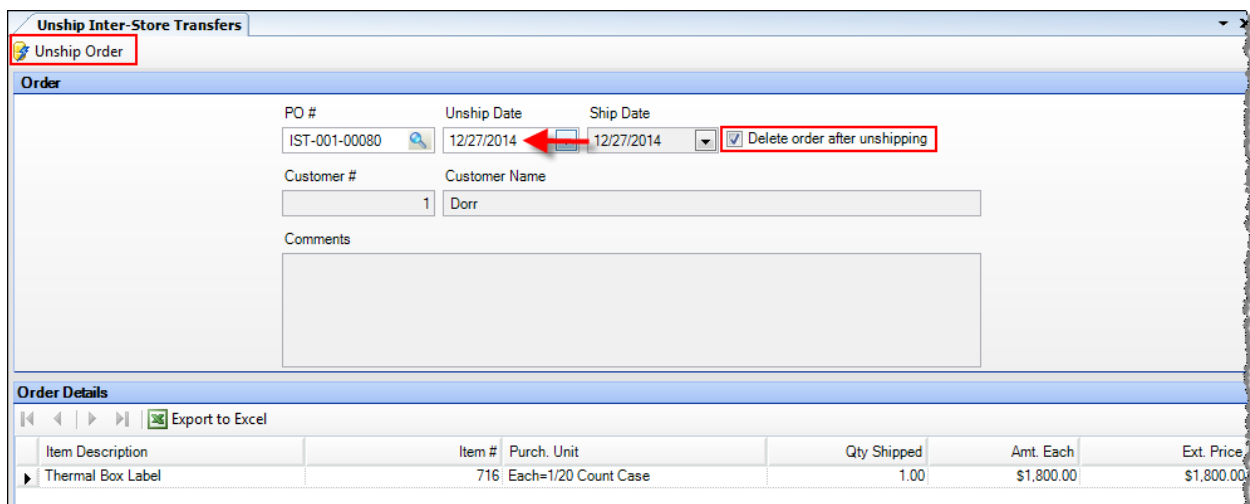
You will see the following message:



When starting to choose a date to unship, you will see the following, click Yes:



Ensure the Unship Date matches the Ship Date:

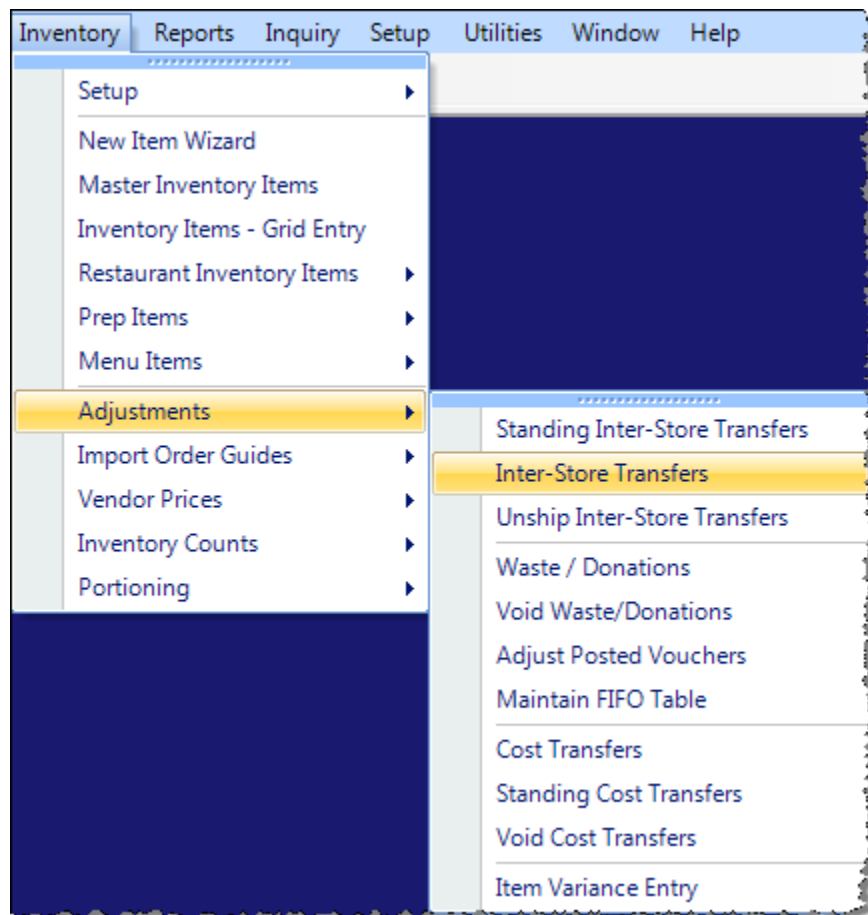


Here is the resulting entry:

Unship Inter-Store Transfer						
Entity: Dorr, Entity #1			Report Run: 3/4/2015 9:32:40 AM			
Batchcode: UNSI-001-000026			Page: 1 of 1			
Entity #	Trx Date	GL Acct #	Description	Debit	Credit	Reference
1	12/27/2014	1399-000	Inventory: in Transit		\$1,800.00	UNSHIP PO# IST-001-00080
1	12/27/2014	7027-000	Office Supplies	\$1,800.00		UNSHIP PO# IST-001-00080
2 total records			GL Totals ->	\$1,800.00	\$1,800.00	

To reship the item correctly:

Navigate to Inventory > Adjustments > Inter-Store Transfers



Create a new IST with a Ship Date of 12/27/2014 for the same product (the correct price will flow through now):

Inter-Store Transfers

Print Post

Inter-Store Transfer

Post

Transfer #: IST-001-00130 Ship Date: 12/27/2014 Entered By: compeat

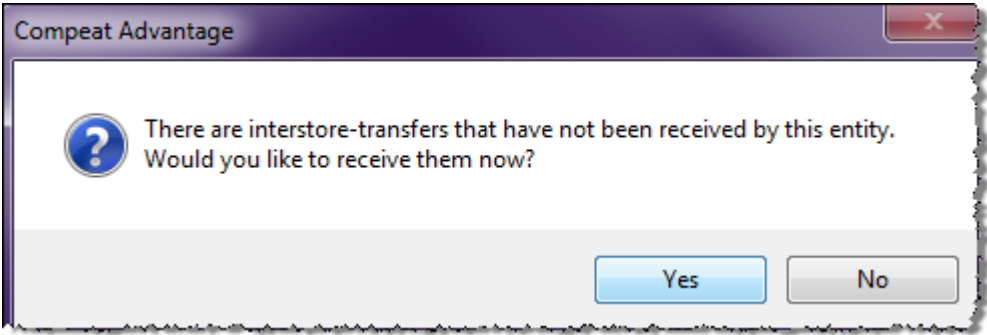
Recipient Code: IC 006 Recipient Name: Reynolds

Comments: Reship from 12/27

Transfer Details

Item Description	Item #	Qty. Shipped	Purchase Unit	Amt. Each	Ext. Price
Thermal Box Label	716	1.00	Each=1/20 Count Case	90.00	90.00

Navigate to Reynolds to receive this product via AP (click yes to the message below):



Convert the IST into an Invoice and post as normal, making sure to select that 12/27/2014 Apply Date:

AP Invoices (edited)

New Recurring Invoice Convert Order Delete Batch Scan Documents Complete Post 1099 Type

Invoice

Batch Code BV-006-000600 Voucher # V-006-0001742 Apply Date 12/27/2014 Doc Type Invoice Invoice Amt 90.00 Non-Disc Amt Non-Disc Amt PO # IST-001-00130

Sender Code IC 001 Sender Name Dorr Vendor Group Oasis Store Grp Invoice # IST-001-00130 Invoice Date 12/27/2014 Due Date 12/27/2014

Invoice Detail

Item Description	Vendor Item Code	Item #	Entity #	GL Acct #	Qty/ Purch Unit	Amt Each	Ext Price	Level 1	Level 2
Thermal Box Label		716	6	7027-000	1.00 Each=1/20 Count C.	90.000	90.00	Office Supplies	

The Resulting Entry will look like this:

AP Transaction Register						
Entity: #6 - Reynolds			Report Run: 3/4/2015 9:37:20 AM			
Date Range: All			Page: 1 of 1			
Batch Number: BV-006-000600						
Voucher #	Vendor Code	Vendor Name	Doc Type	Doc Date	Document #	Doc Amt
Apply Date	Vendor Address		Image(s)	Due Date	PO #	Non-Disc Amt
V-006-0001742	IC 001	Dorr	Invoice	12/27/2014	IST-001-00130	\$90.00
12/27/2014				12/27/2014	IST-001-00130	
Reship from 12/27						
Entity #	GL Acct #	Description		Debit		Credit
1	1399-000	Inventory: in Transit				\$90.00
1	3300-006	I/C - Reynolds		\$90.00		
Voucher GL Totals for Entity #1:				\$90.00		\$90.00
6	3300-001	I/C - Dorr				\$90.00
6	7027-000	Office Supplies		\$90.00		
Voucher GL Totals for Entity #6:				\$90.00		\$90.00
1 Voucher(s)				Batch Total:		\$90.00
GL Account Totals						
Date	Entity #	GL Acct #	Description		Debit	Credit
12/27/2014	1	1399-000	Inventory: in Transit			\$90.00
		1	3300-006	I/C - Reynolds	\$90.00	
Entity GL Totals for 12/27/2014					\$90.00	\$90.00
12/27/2014	6	3300-001	I/C - Dorr			\$90.00
	6	7027-000	Office Supplies		\$90.00	
Entity GL Totals for 12/27/2014					\$90.00	\$90.00

This will fix the costing problem when you run inventory reports and P&L for this specific issue: