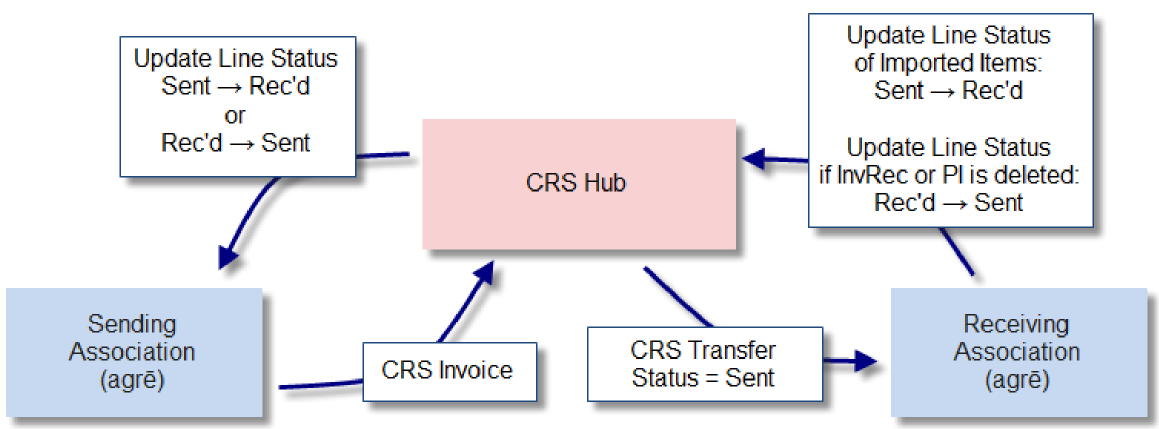
CRS Association Transfers

The ***CRS Association Transfer*** process simplifies the transfer of inventory from one association to another.

What you'll find:

CRS Transfer Process Overview

Using the CRS Transfer process to move items between associations automates many of the steps that used to be done manually.



Sending a CRS Transfer automatically moves the items out of your inventory, and creates a CRS Transfer Invoice (a charge) for the association receiving the goods.

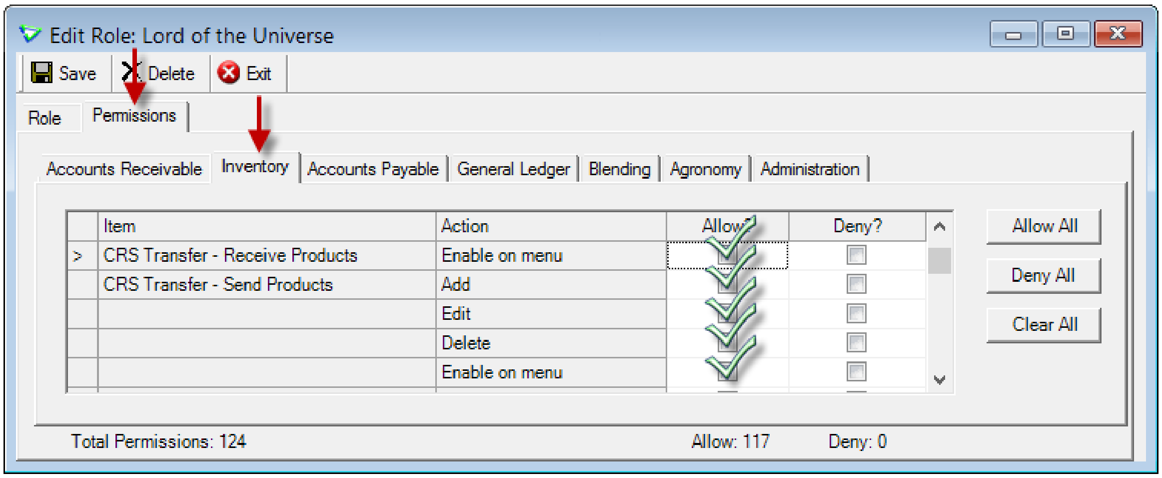
Receiving a CRS Transfer automatically creates an Inventory Receipt for the item received, and starts a Purchase Invoice for the sender for you to complete.

Setup Tasks

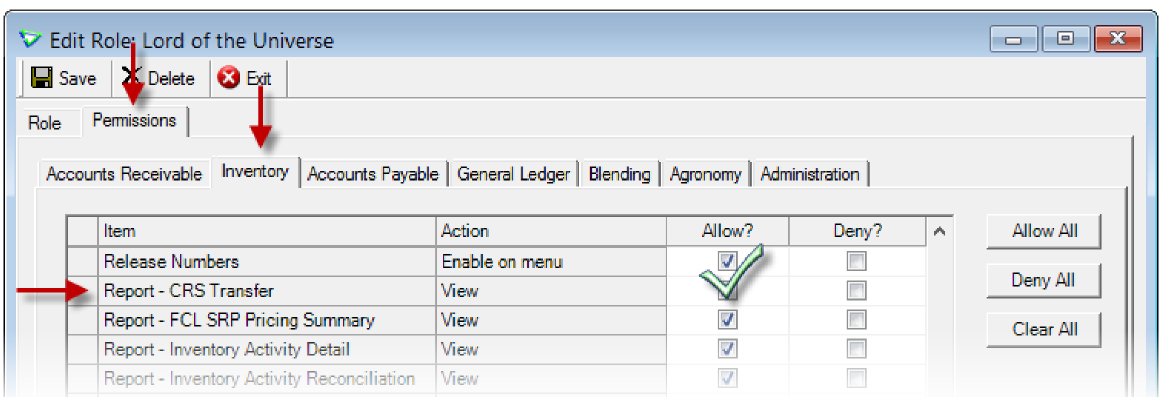
There's a few things that need to be setup before you can use the ***CRS Association Transfer*** process.

Setting Up Security

Before you can start sending and receiving inventory, you'll need permission.



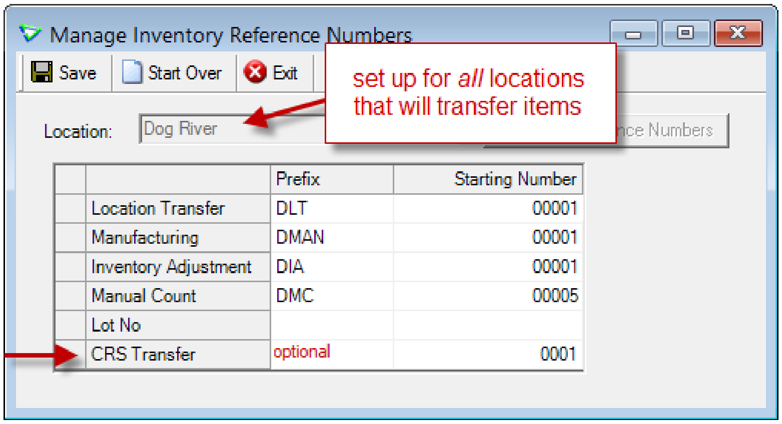
File > Security > Manage Roles



Not all users may need all ***CRS Transfer*** permissions checked, but at least one user should be allowed to perform all tasks.

Setting Up Reference Numbers

For each location that will be sending items, enter a ***Starting Reference Number*** for transfers. A ***Prefix*** is optional (5 character max).



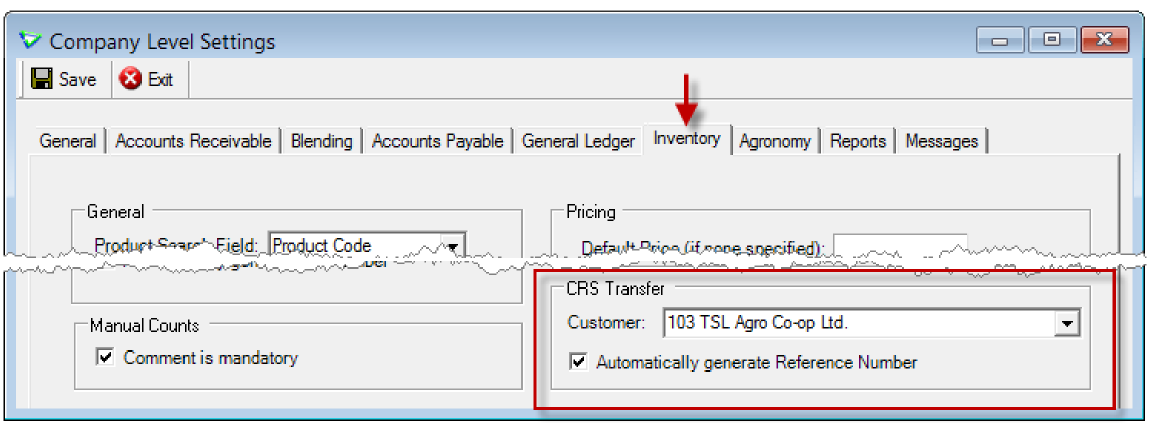
File > Manage > Reference Numbers > Inventory

If you want CRS Transfers from all locations to follow the same numbering sequence, use the same Prefix and Starting Number for all locations.

Setting Up Configuration Options

Inventory tab

At the ***Company Level***, choose your own association as the ***Customer***, and check ***Automatically generate Reference Number*** so agrē will number the transfers for you (you can still type your own number on the fly if you need to).

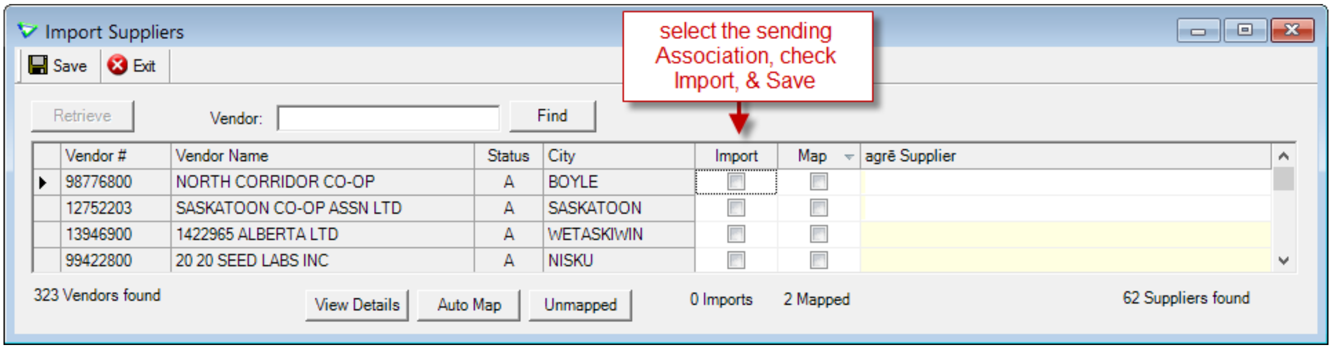


File > Config Options > Company > Inventory

Help	If your association is not listed, add your association as a *new member* in your mainframe RMM following the standard procedure for adding new members to your association. agrē will import it automatically in a few hours.

Setting Up Sending Associations

When you are *receiving* CRS Transfers, you will need to select the Sending Association as the Vendor/Supplier. If the Sending Association doesn't exist in your agrē database yet, it will need to be imported.

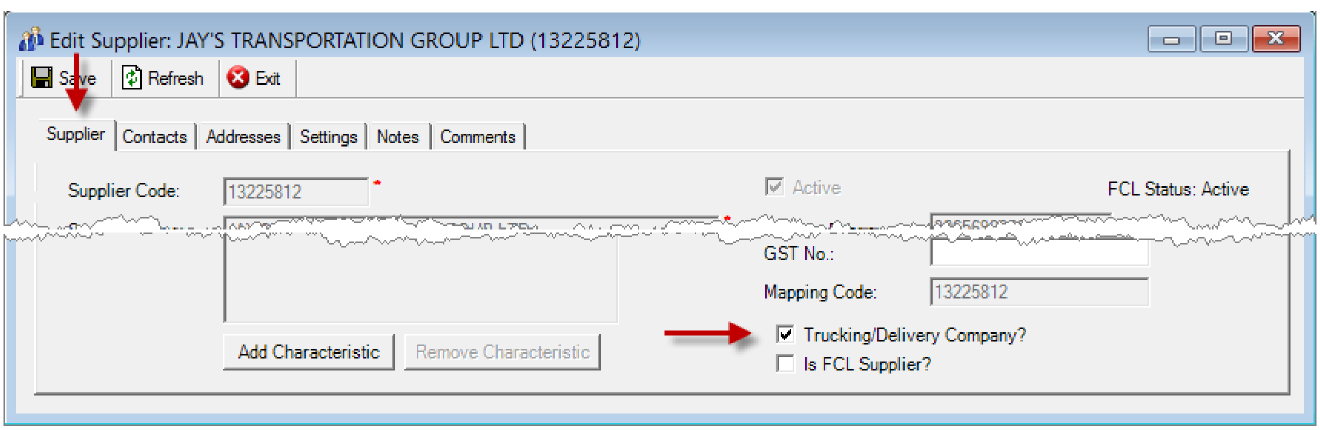


File > Imports|Mapping > Suppliers

Help More detailed instructions for importing suppliers can be found in the *Importing Master Files* white paper in online Help.

Setting Up Truckers/Delivery Companies

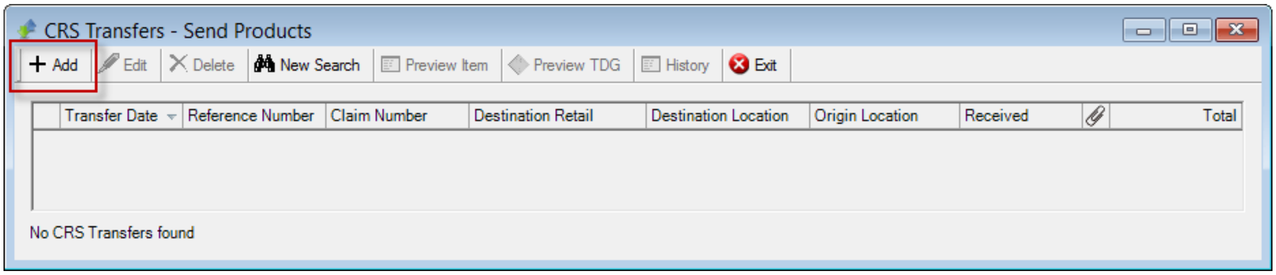
Flag your shippers as a ***Trucker/Delivery Company***.



Accounts Receivable > Manage > Suppliers

Sending CRS Transfers

CRS Transfers are initiated from the ***CRS Transfer - Send Products*** window.

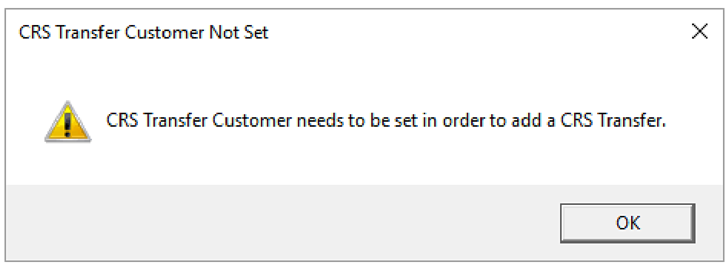


Inventory > CRS Transfer > Send Products

All CRS Transfers added today are displayed by default when the ***CRS Transfer - Send Products*** window is opened.

Select ***Add*** to add a new transfer.

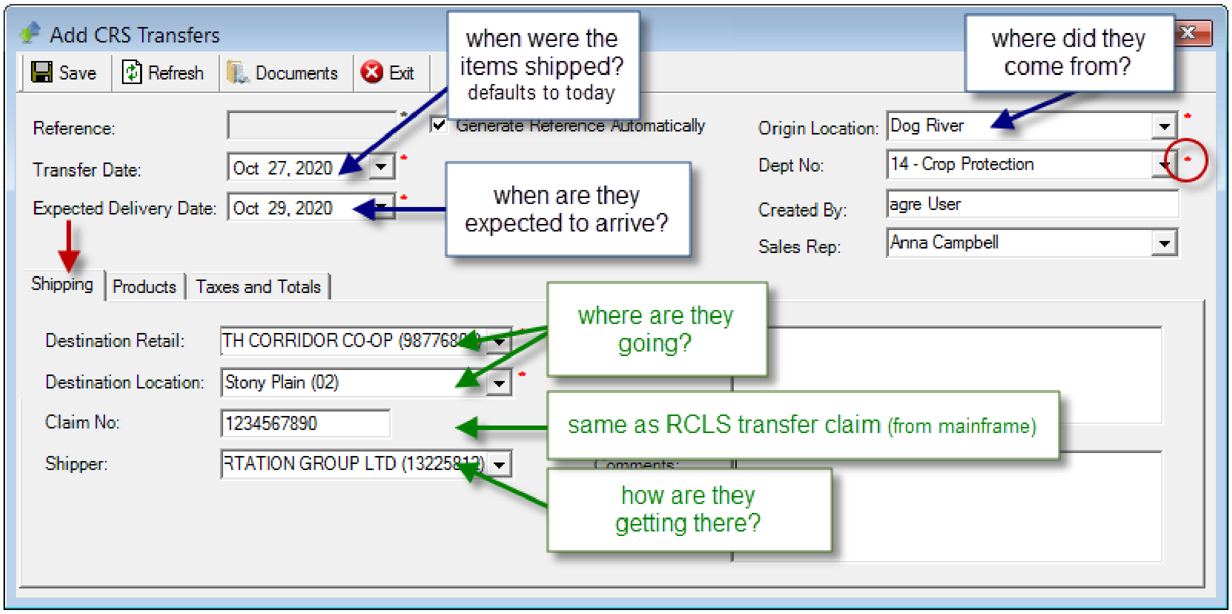
If you receive the following message …



… you'll need to go back to Company Config Options (page 3) and select your association.

Adding CRS Transfers

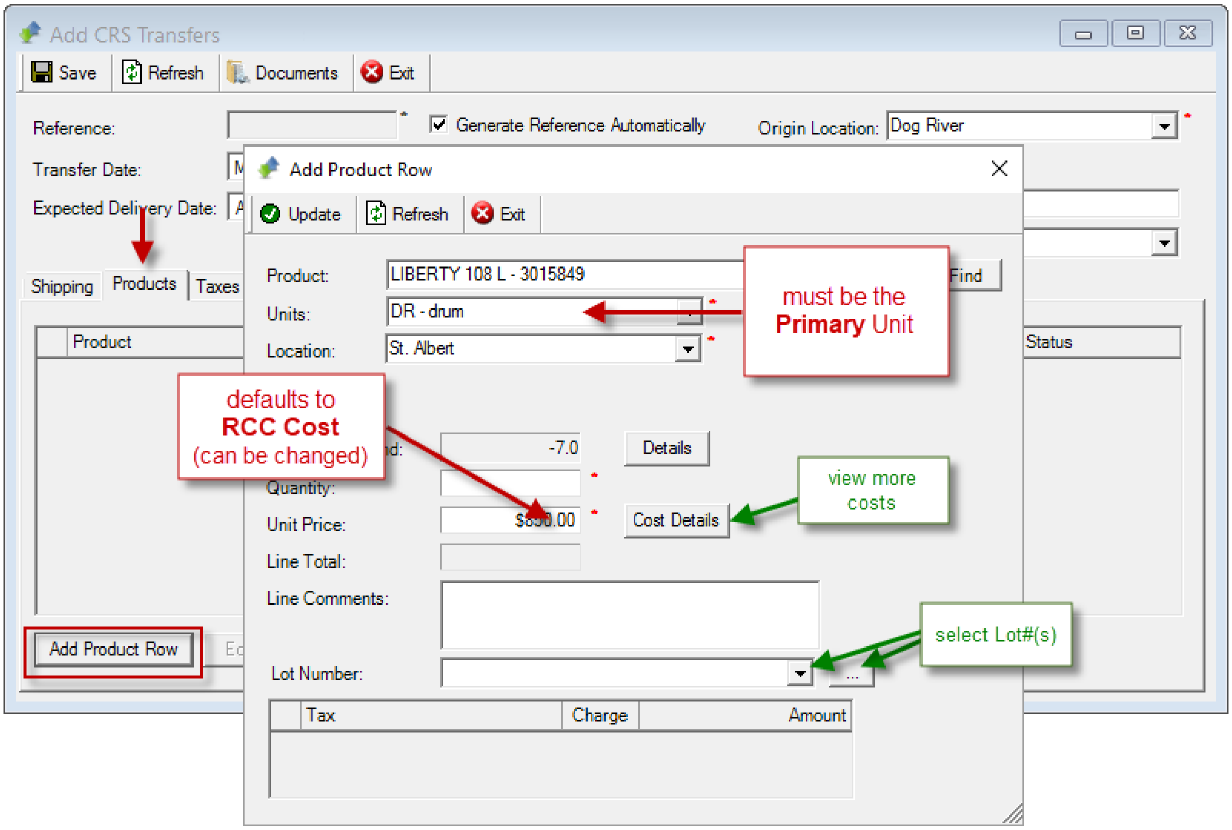
Start with **from** which location you're sending the items, and **to** where they're going.



Inventory > CRS Transfers > Send Products

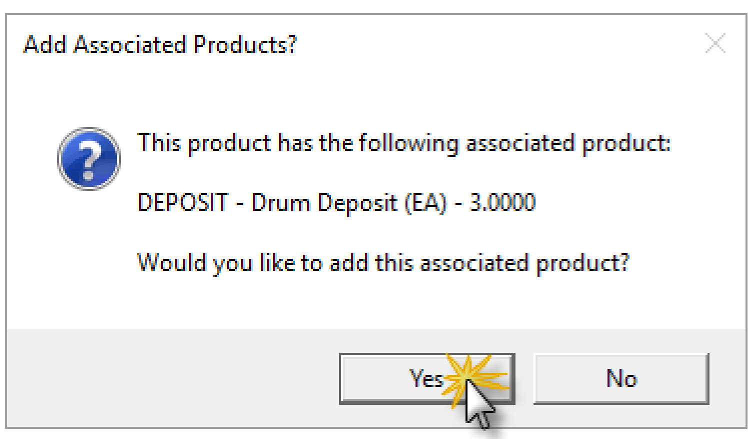
- The ***Destination Retail*** drop-down options are based on the list of CRS HUB Associations.
- The ***Destination Location*** drop-down options are based on the list of CRS HUB Locations for the selected Destination Retail.
- ***Department No**** is required.
- The ***Claim No*** is the **RCLS transfer claim** (created in mainframe) which assists with reconciliation by ensuring both components (inventory and financial) of the transfer are completed.
- The ***Shipper*** drop-down options are based on the list of agrē suppliers that are flagged as a Trucking/Delivery Company (page 4).
- Use the ***Documents*** button to attach a file (optional, and for internal use only - attachments are not sent to destination).

Add the items you're transferring.

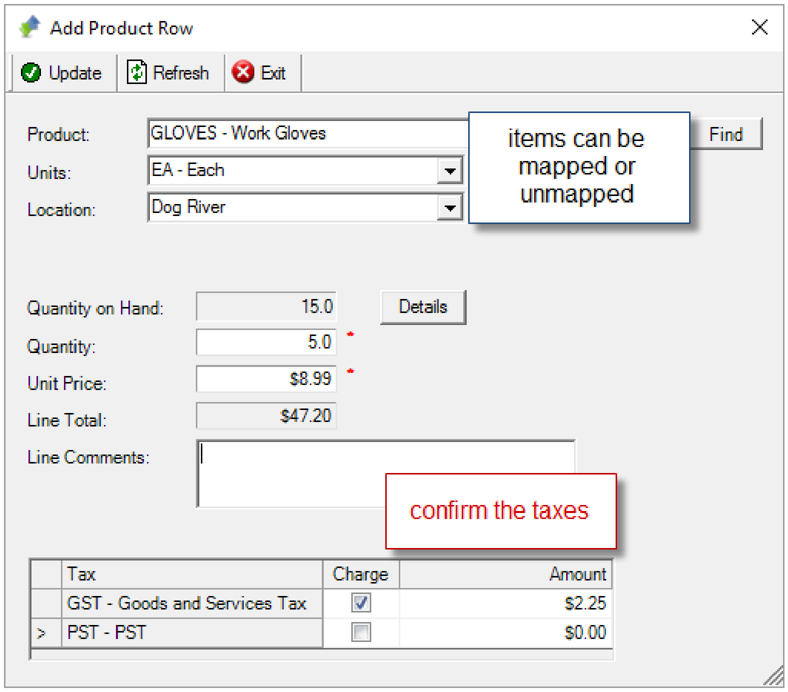


- ***Unit Price***
  - For **mapped** items, defaults to **RCC-Regular Cost**.
    If no RCC Cost exists, defaults to Estimated Unit Cost
  - For **unmapped** items, defaults to **Current Price**.

You'll be prompted to add any ***Associated Products***.
Select Yes or No as applicable.

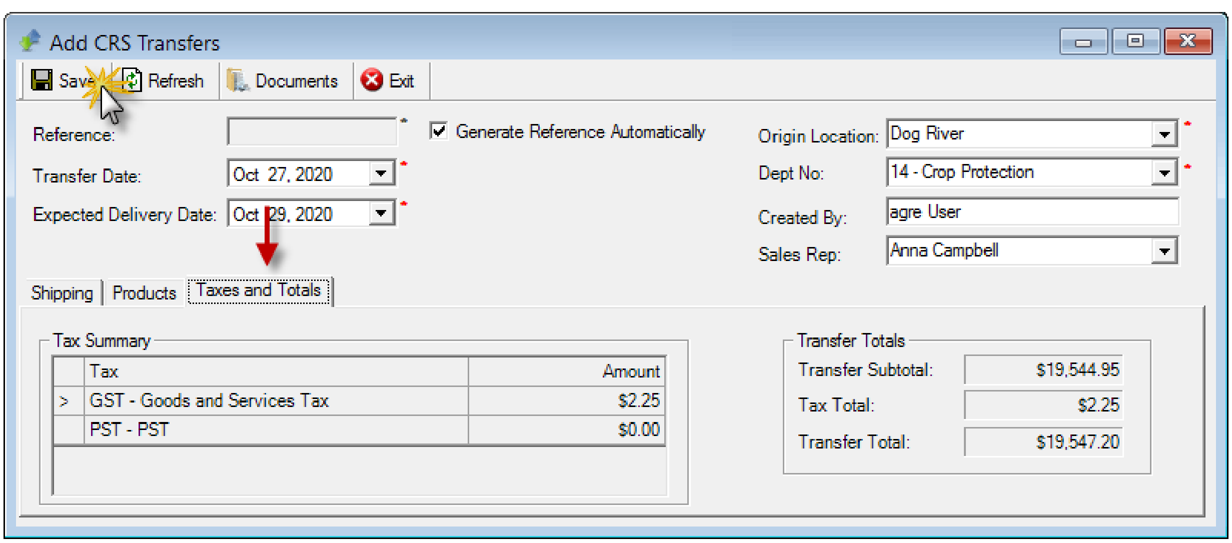


Transferred items can be mapped, unmapped/retail-created, or non-inventory.



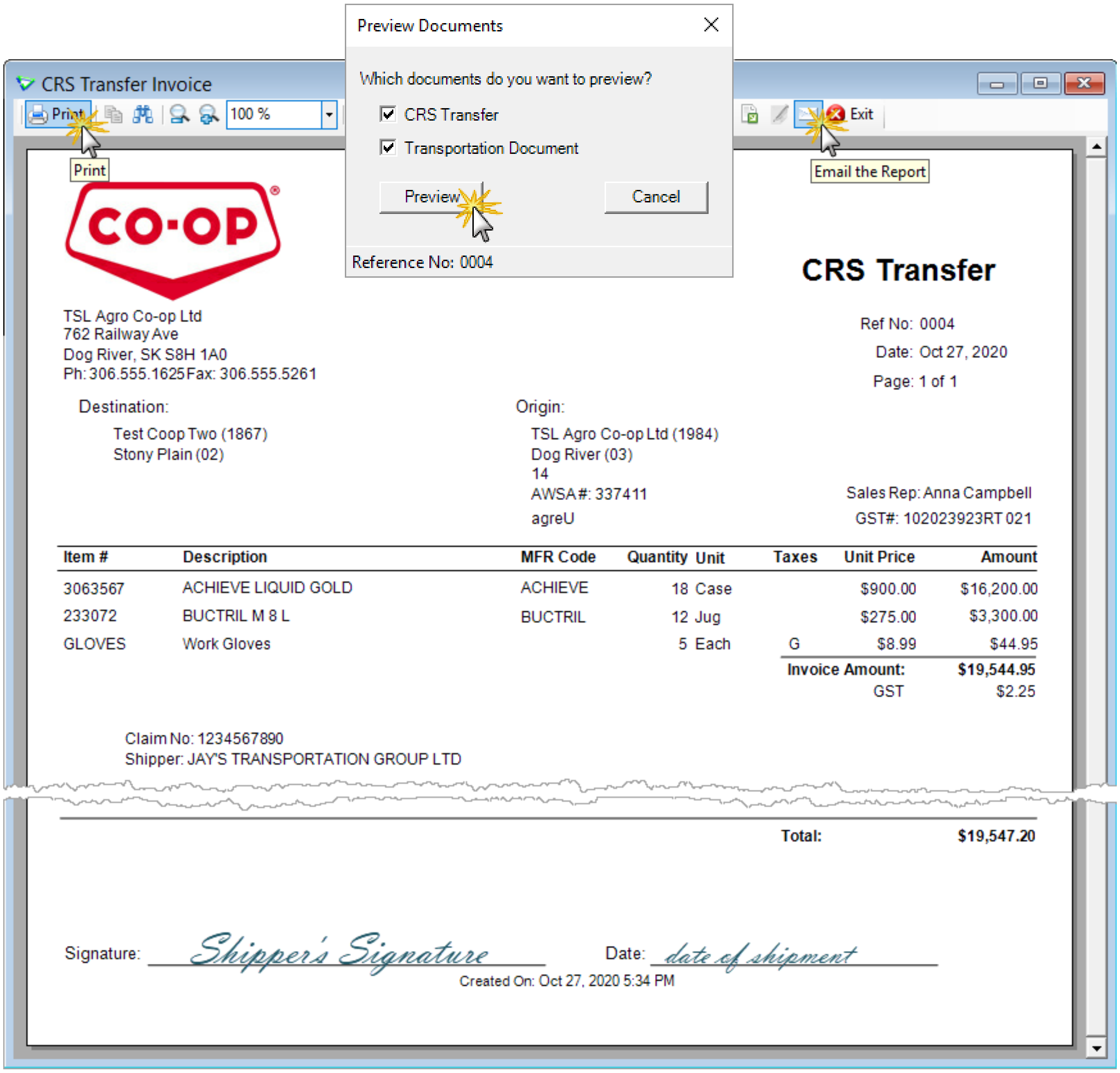
- Both **mapped and unmapped** items can be sent, but **not blends** (however you can transfer the individual commodities) or **manufactured** items (transfer the raw products instead).
- At least one product must be added, and the ***Quantity*** and ***Unit Price*** must be positive.
- Review the ***Taxes*** and modify as needed.
- Products rows cannot be re-ordered once they been added to the transfer.

The ***Taxes and Totals*** tab summarizes the transfer values.



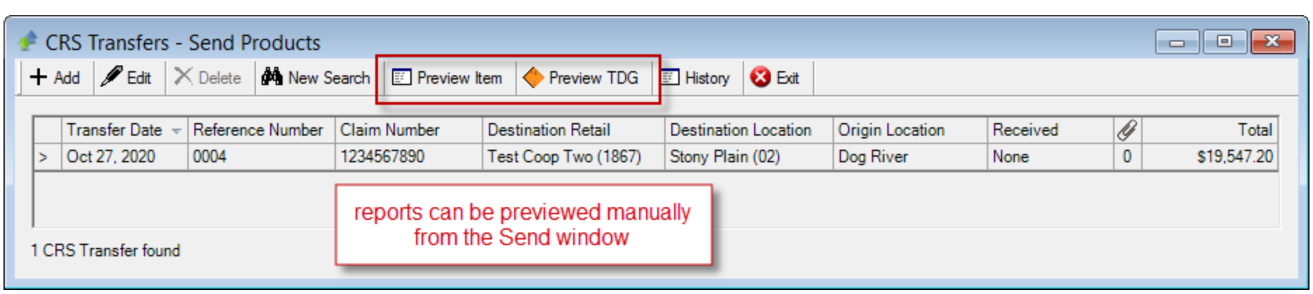
Save the ***CRS Transfer*** when it's complete.

You'll be prompted to preview the ***CRS Transfer report*** and the ***TDG***.



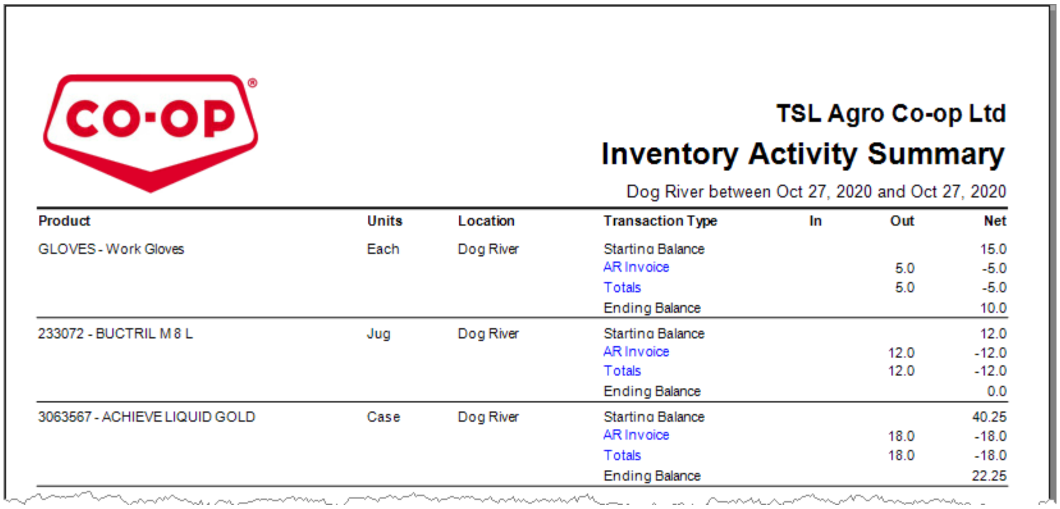
Print the CRS Transfer Invoice - a hard copy is required - **sign and date** it, then send it along with the transferred items. **Email** a copy to the Receiving Association.

If dangerous goods are transferred, also print the ***TDG*** to send with the load.



What Happens in agrē on Save?

When the ***CRS Transfer*** is saved an AR Invoice is created and the items are moved from inventory.



TSL Agro Co-op Ltd

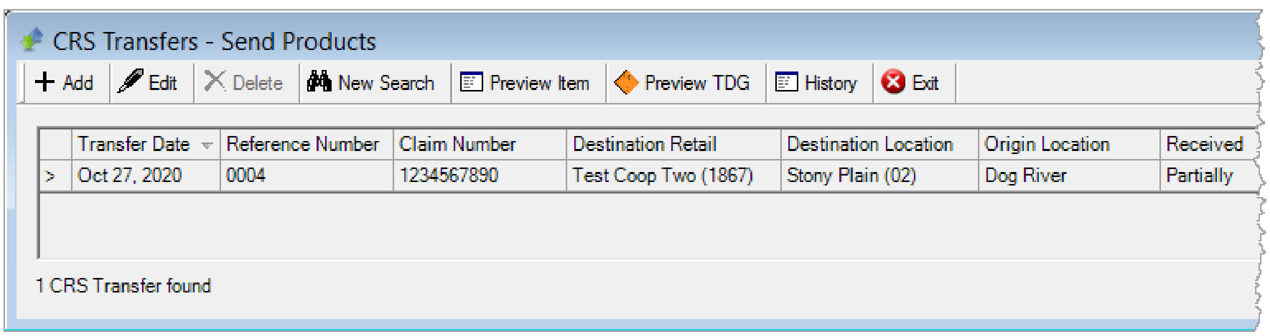
Inventory Activity Summary

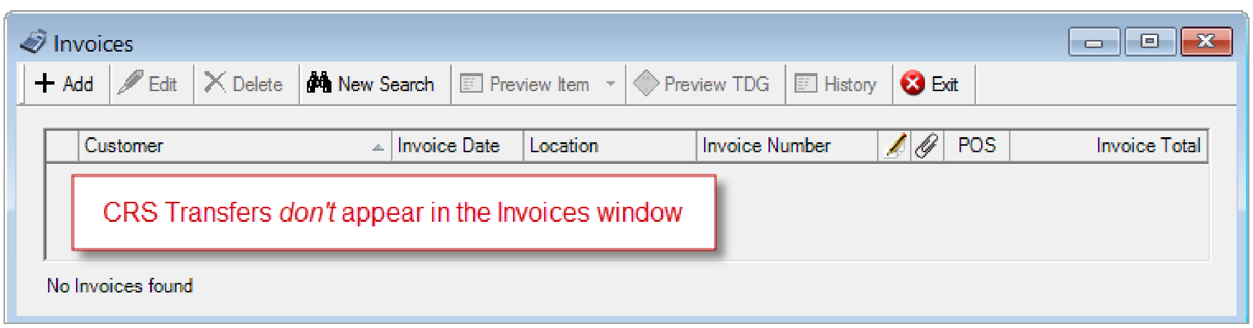
Dog River between Oct 27, 2020 and Oct 27, 2020

Product	Units	Location	Transaction Type	In	Out	Net
GLOVES - Work Gloves	Each	Dog River	Starting Balance			15.0
			AR Invoice		5.0	-5.0
			Totals		5.0	-5.0
			Ending Balance			10.0
233072 - BUCTRIL M 8 L	Jug	Dog River	Starting Balance			12.0
			AR Invoice		12.0	-12.0
			Totals		12.0	-12.0
			Ending Balance			0.0
3063567 - ACHIEVE LIQUID GOLD	Case	Dog River	Starting Balance			40.25
			AR Invoice		18.0	-18.0
			Totals		18.0	-18.0
			Ending Balance			22.25

Inventory > Reports > Inventory Activity Summary

It’s flagged as a ***CRS Transfer*** Invoice, so it won’t appear with the regular customer invoices, nor will it be included in Customer Sales or Cash Out reports, TLog, or external reporting (AGDATA, RDS, TKXS).

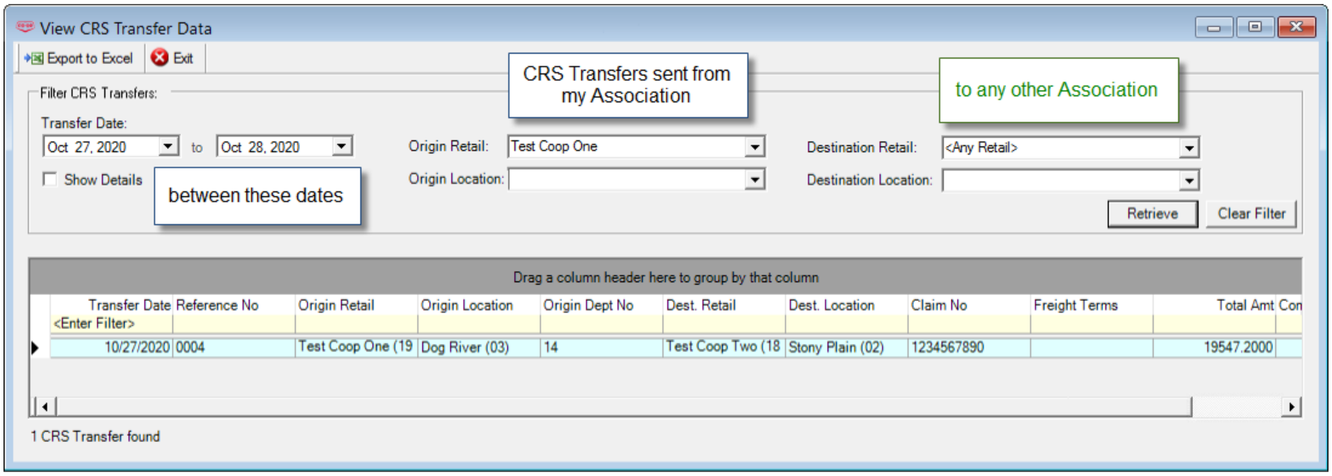




Accounts Receivable > Invoices

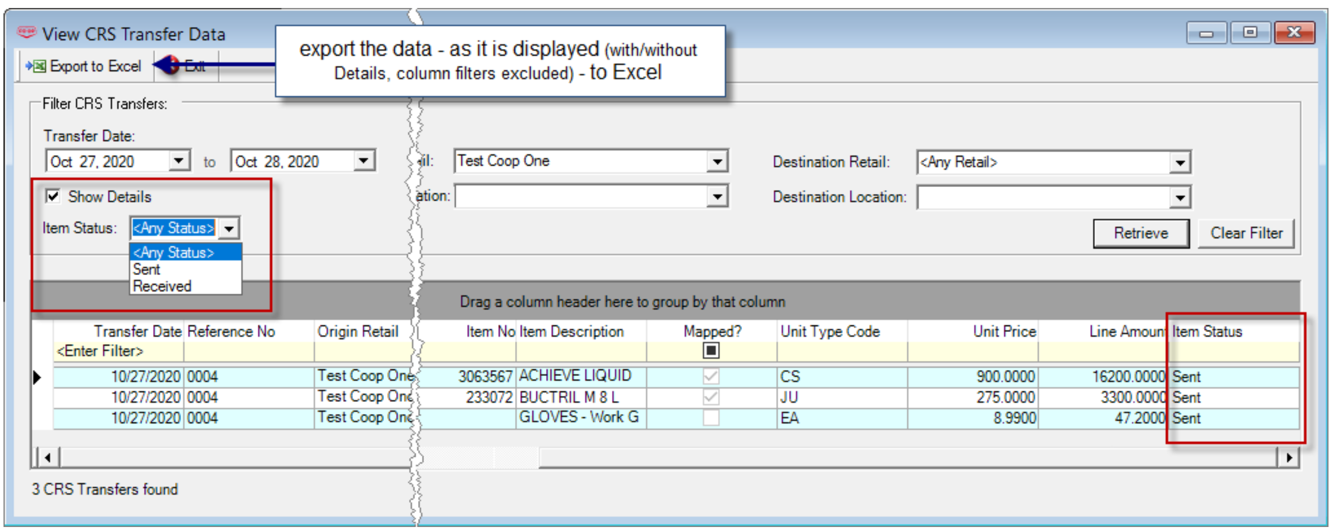
What Happens in CRS HUB on Save?

The transfer is sent to CRS HUB immediately.



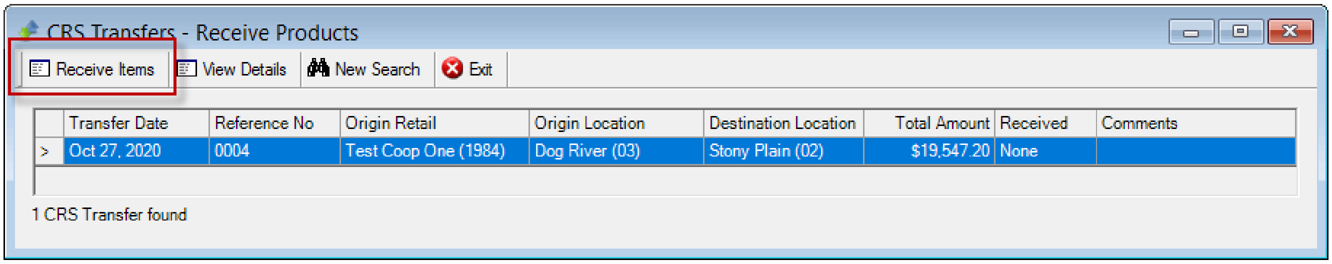
Data Management > View Master Data > CRS Transfers

Check ***Show Details*** and you'll see each product listed on a separate row.



Receiving CRS Transfers

CRS Transfers are received from the ***CRS Transfer - Receive Products*** window.



Inventory > CRS Transfers > Receive Products

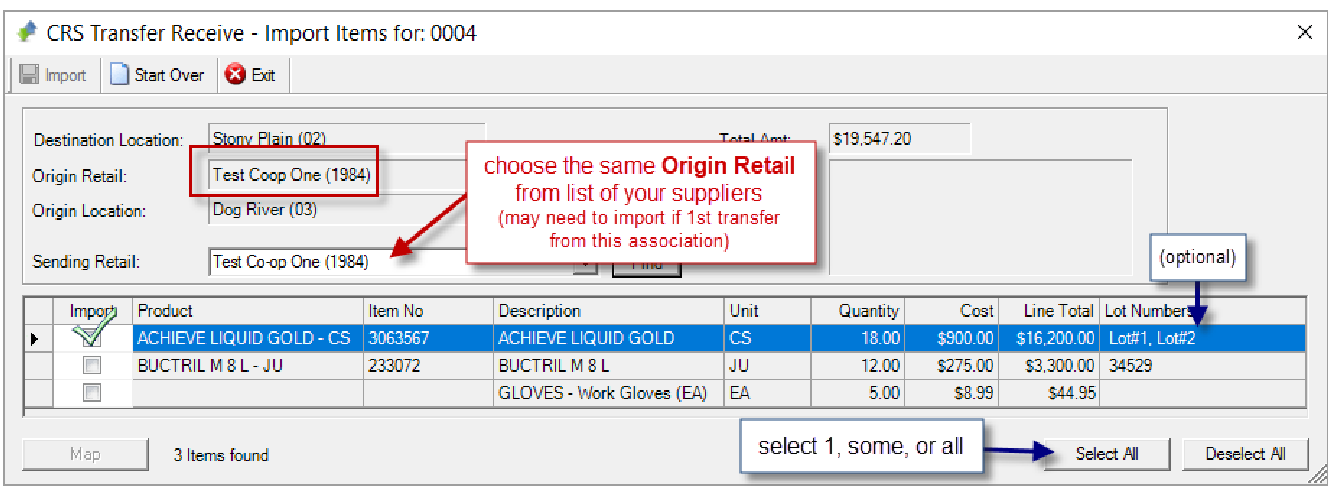
All CRS Transfers with at least 1 not-received row (Status = Sent) are displayed by default when the window is opened.

Expand or refine the results with a ***New Search*** (Product Description can be partial).

Receiving Items

Select ***Receive Items*** to complete a transfer.

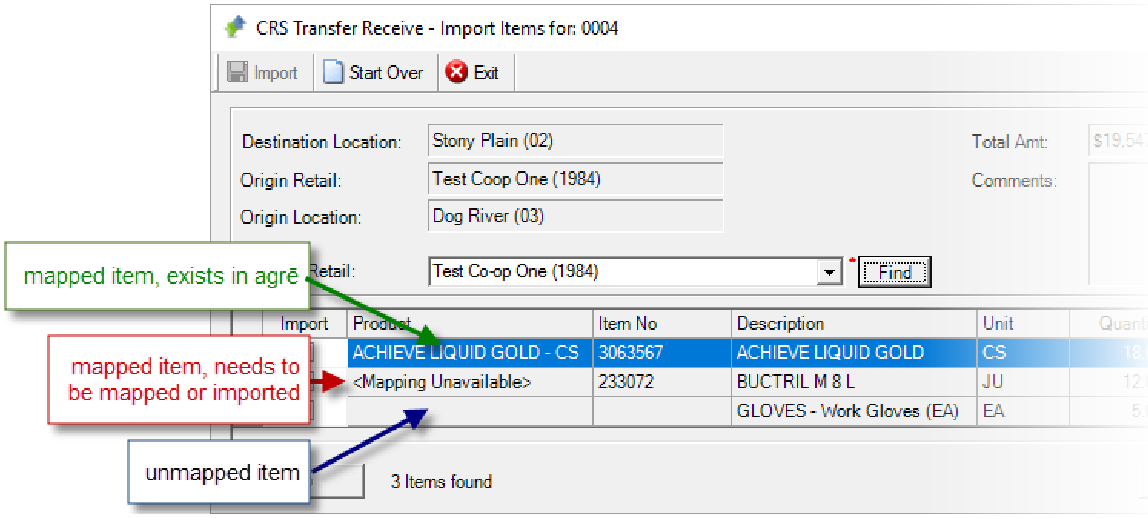
Choose the **Sending Association** as the ***Supplier For***[1].



items on the transfer cannot be changed or removed by the receiver
but the sender can edit the transfer until it has been received

1 if the Sending Association doesn't exist in your agrē database yet, see Setting Up Sending Associations on page 4

There are several types of items that can be transferred. All the item rows can be received now, or just some of them can be received now and you can come back and receive the others at a later time.



- **Mapped**
  - These are the simplest items to receive. agrē checks for the same ***Item Number*** in your agrē database and if there's a match it lists the item (mapped items cannot be unmapped, remapped, or changed from here).
    Just check the ***Import*** box at the beginning of the row.
- **<Mapping Unavailable>**
  - **Item Exists in agrē, but is Not Mapped** When mapping is not available, first check that all existing products in agrē that *can* be mapped to an FCL item *are* mapped to an FCL item[2].
    Once mapped, receive as a Mapped Item.
  - **Mapped Item Missing from agrē** The item is a mapped item, but it doesn't exist in your agrē database yet and will need to be imported[3] before it can be received. Once the item has been imported, it becomes an Mapped item.
- **Unmapped**
  - **Retail Created** This is an inventory item added and managed by the Sending Association and lives only in their agrē database. It does not exist in CRS HUB so cannot be imported. An inventory retail-created item must be manually associated with a one of your inventory items (can be mapped or retail-created[4]).
  - **Non-Inventory** These items must be manually linked to one of your General Ledger accounts.

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[2] more detailed instructions for **mapping items** can be found in the **Match & Map Master Files** white paper in online Help

[3] more detailed instructions for importing items can be found in the **Importing Master Files** white paper in online Help

[4] instructions for **adding Retail Created items** to your own database can be found in online Help

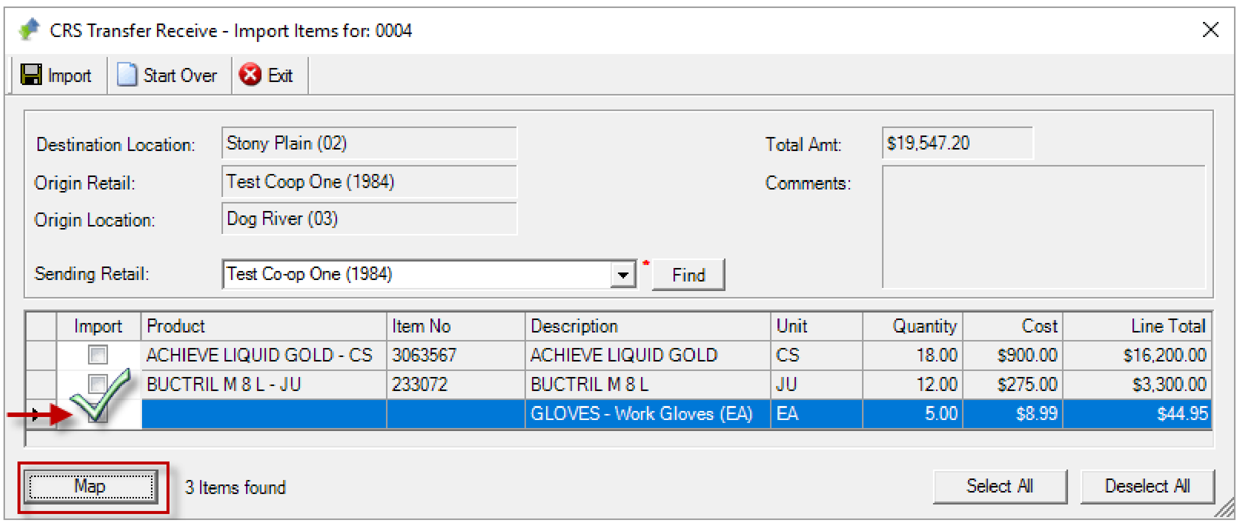
Receiving Unmapped Items

Unmapped items must be "mapped" *each time* they are received.

Once an item has been mapped the mapping cannot be changed - ***Start Over*** if corrections are needed.

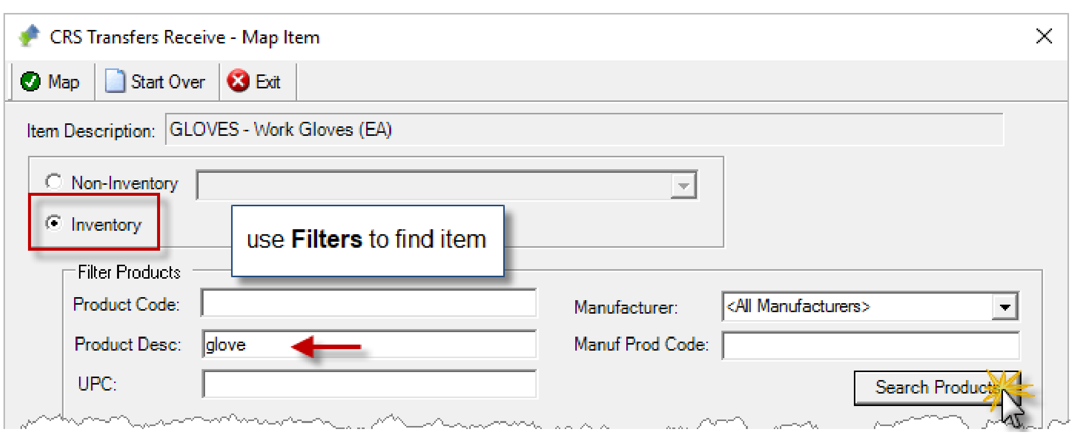
Mapping Inventory Items

To map an **Inventory item**, check the ***Import*** box and click ***Map***.

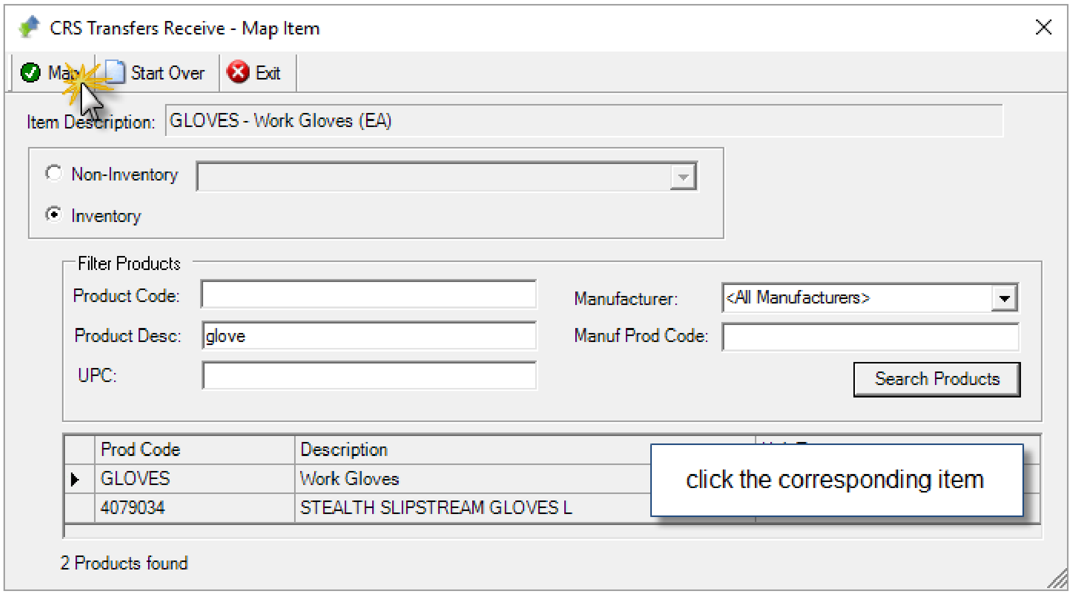


Inventory > CRS Transfers > Receive Products

Select ***Inventory*** and use the filters to find the corresponding item (at least one filter must be specified in order to search), then click ***Search Products***.

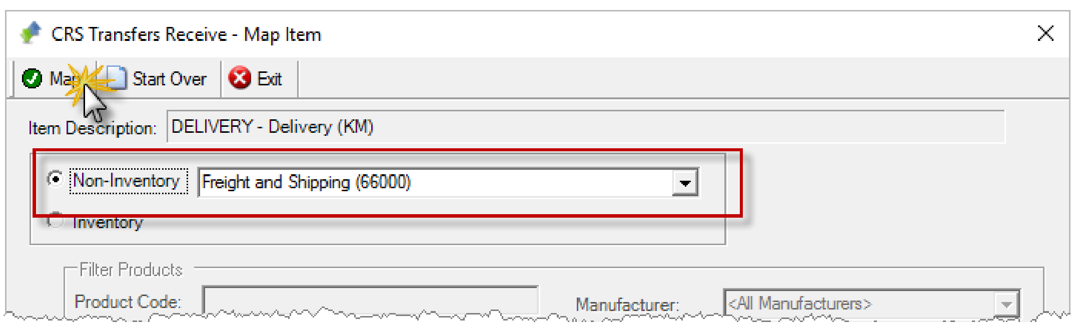


Select the matching item, then click ***Map***.



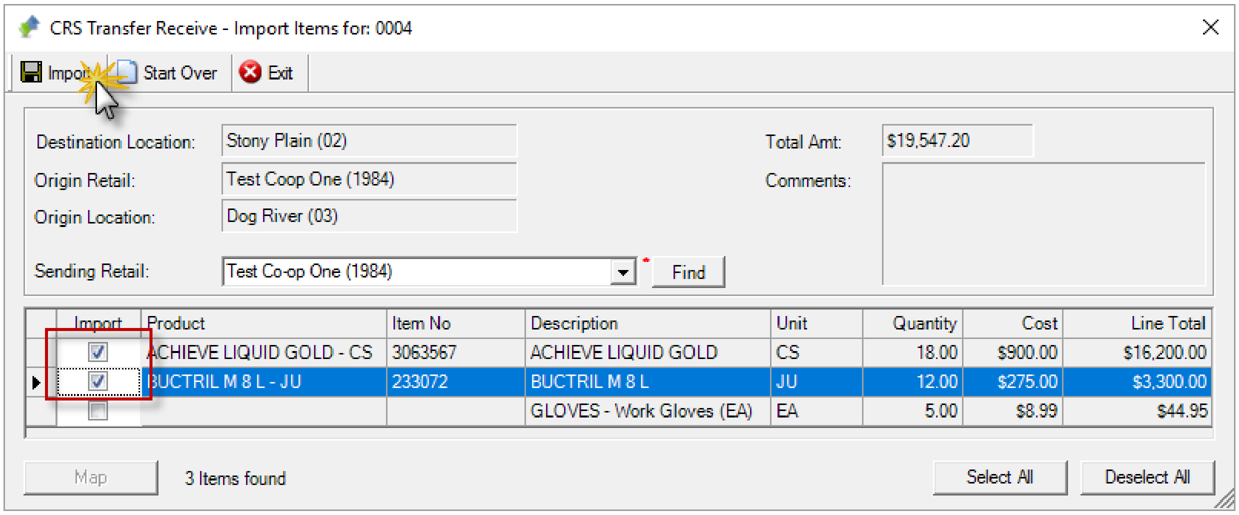
Mapping Non-Inventory Items

For **Non-inventory items**, select ***Non-Inventory*** and choose the corresponding ***General Ledger*** account.

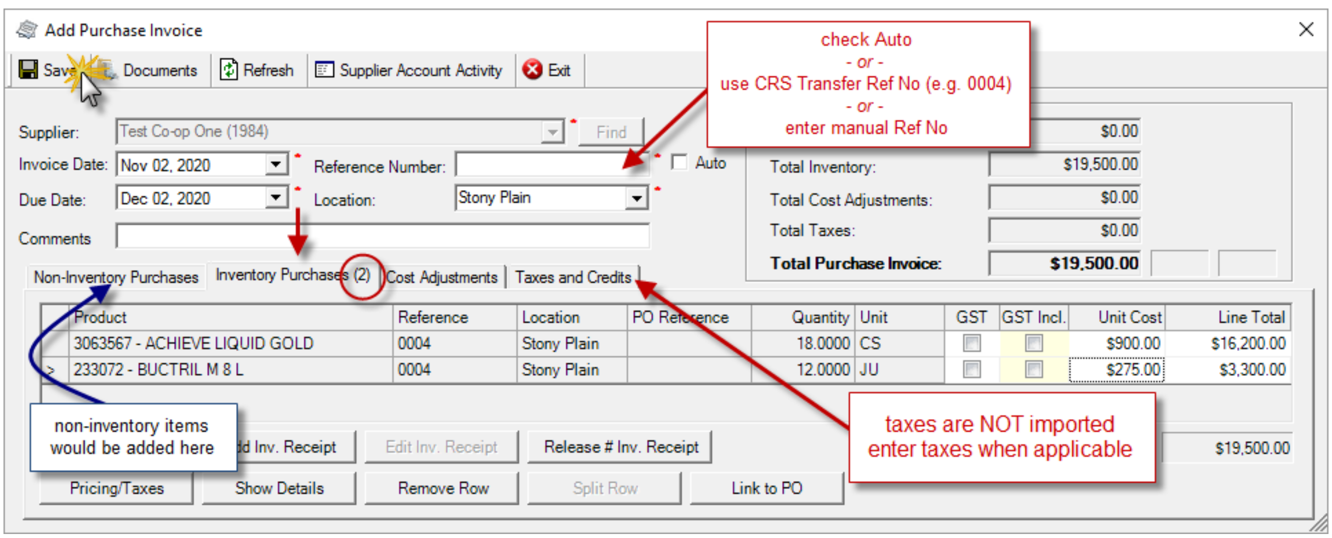


Importing Items

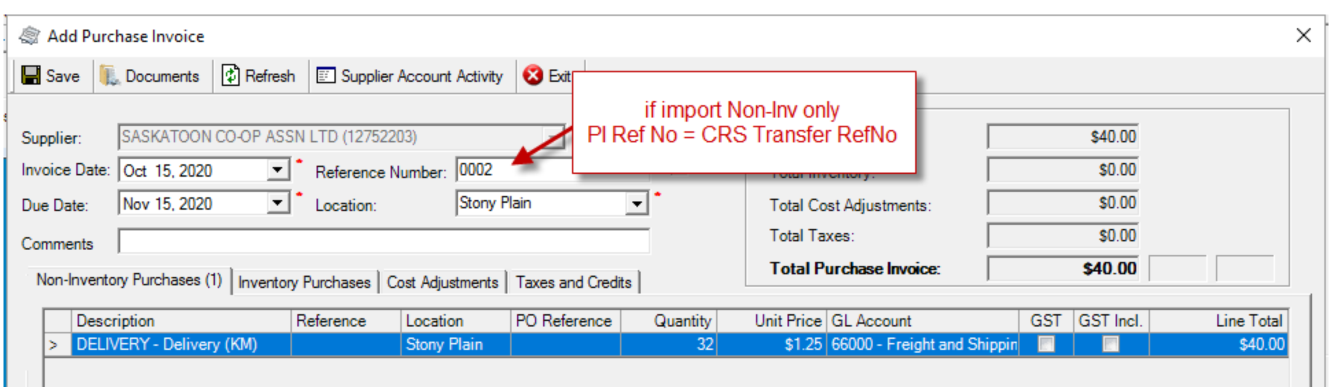
Import the items (at least 1 row must be checked).



A new ***Purchase Invoice***, with the transferred inventory items already imported, is created.



If **only non-inventory** items are imported, the CRS Transfer ***Reference Number*** will be used as the Purchase Invoice reference number.



Taxes

The received row totals **do not include taxes**.

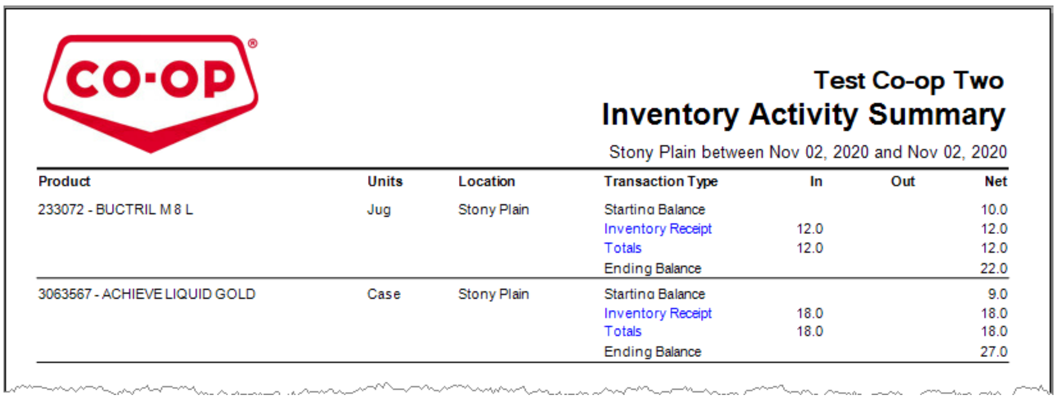
Add the **taxes** (if necessary) and **save** the ***Purchase Invoice***.

Note Even if you do not save the ***Purchase Invoice***, the inventory items have already been flagged as Received (on an Inventory Receipt).

Non-inventory items are flagged as Received as soon as the Purchase Invoice is saved.

What Happens in agrē on Import?

When inventory items are imported, an ***Inventory Receipt*** is created to add them to inventory.



Test Co-op Two

Inventory Activity Summary

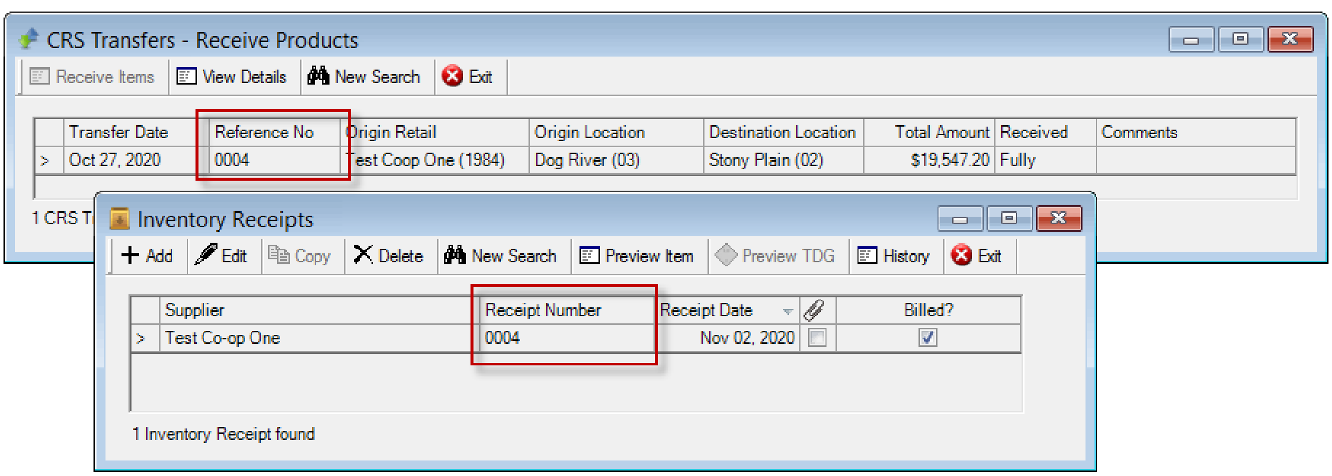
Stony Plain between Nov 02, 2020 and Nov 02, 2020

Product	Units	Location	Transaction Type	In	Out	Net
233072 - BUCTRIL M 8 L	Jug	Stony Plain	Starting Balance			10.0
			Inventory Receipt	12.0		12.0
			Totals	12.0		12.0
			Ending Balance			22.0
3063567 - ACHIEVE LIQUID GOLD	Case	Stony Plain	Starting Balance			9.0
			Inventory Receipt	18.0		18.0
			Totals	18.0		18.0
			Ending Balance			27.0

Inventory > Reports > Inventory Activity Summary

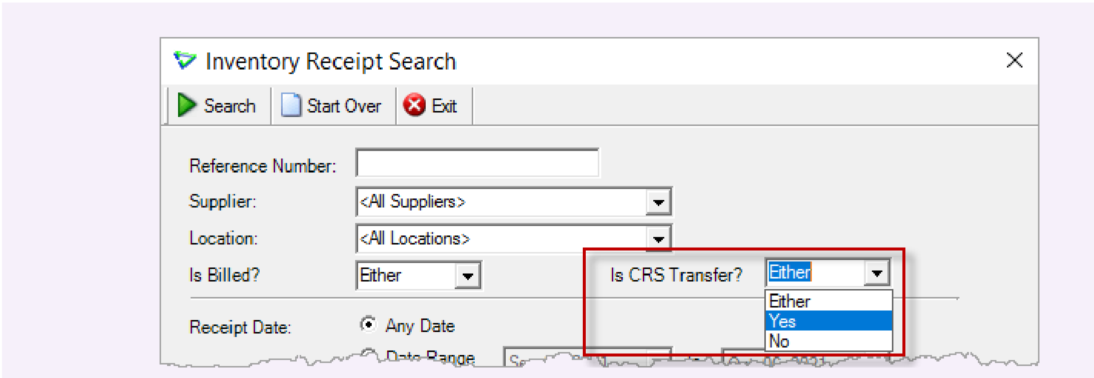
agrē does this in the background - you won't see an Inventory Receipt appear on screen.

The ***Inventory Receipt*** has the **same *Reference Number*** as the CRS Transfer.



Inventory > Inventory Receipts

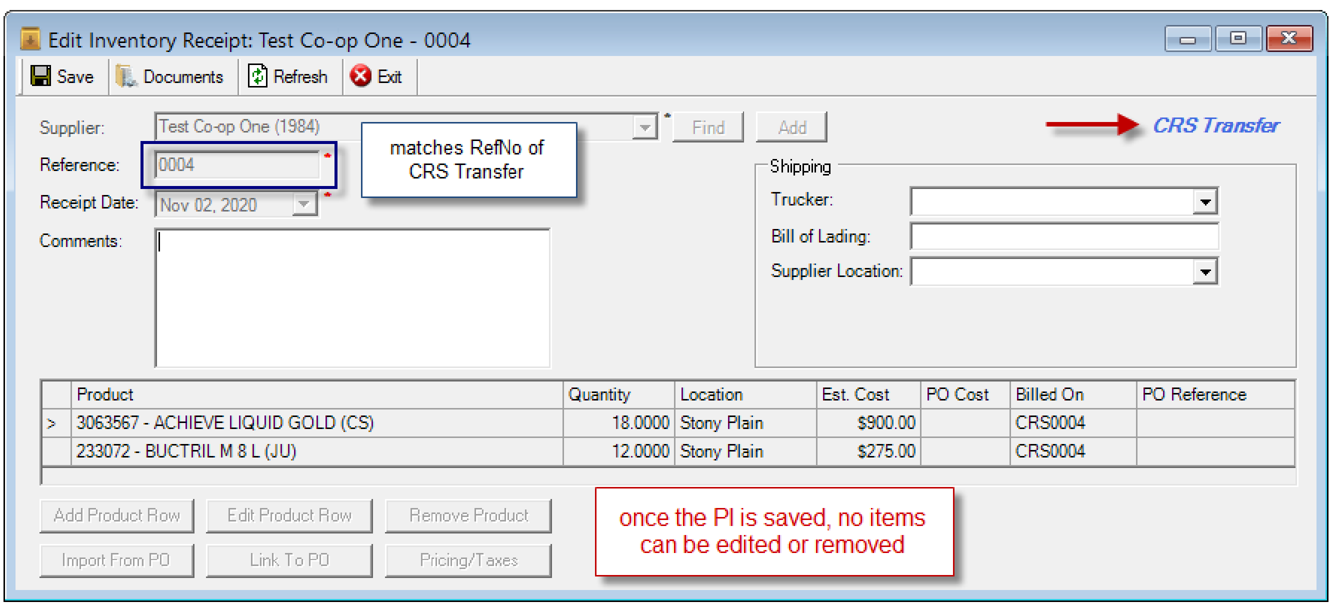
Tip Use the ***Is CRS Transfer?*** filter to find just the Inventory Receipts from CRS Transfers.



If there is an existing Inventory Receipt for the Sending Association with the same reference number, a numeric suffix will be added.

For example:
If Inventory Receipt 0004 already existed for the Sending Association, it would be saved as 0004_1.
If 0004_1 also existed, it would be saved as 0004_2 etc.

Because the ***Inventory Receipt*** (flagged as a ***CRS Transfer***) has already been **billed** on a ***Purchase Invoice***, the items cannot be edited or removed. Only ***Comments*** and ***Shipping*** details can be modified.

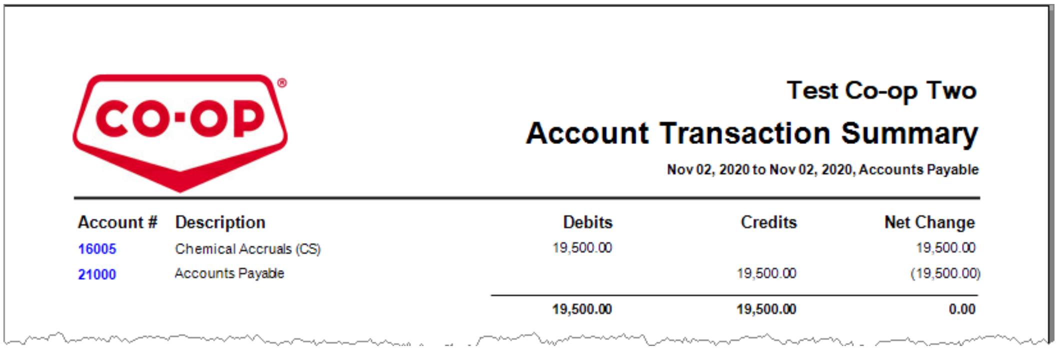


Inventory > Inventory Receipts

Items on Inventory Receipts flagged as CRS Transfers also cannot be split.

If you need to make changes: delete the Purchase Invoice, update the Inventory Receipt, then add a new Purchase Invoice and import the items manually. The Inventory Receipt could be also deleted manually if you want to restart the Receive process from the beginning.

When the ***Purchase Invoice*** is saved, additional postings are made to the Inventory account(s) and Accounts Payable …



Test Co-op Two

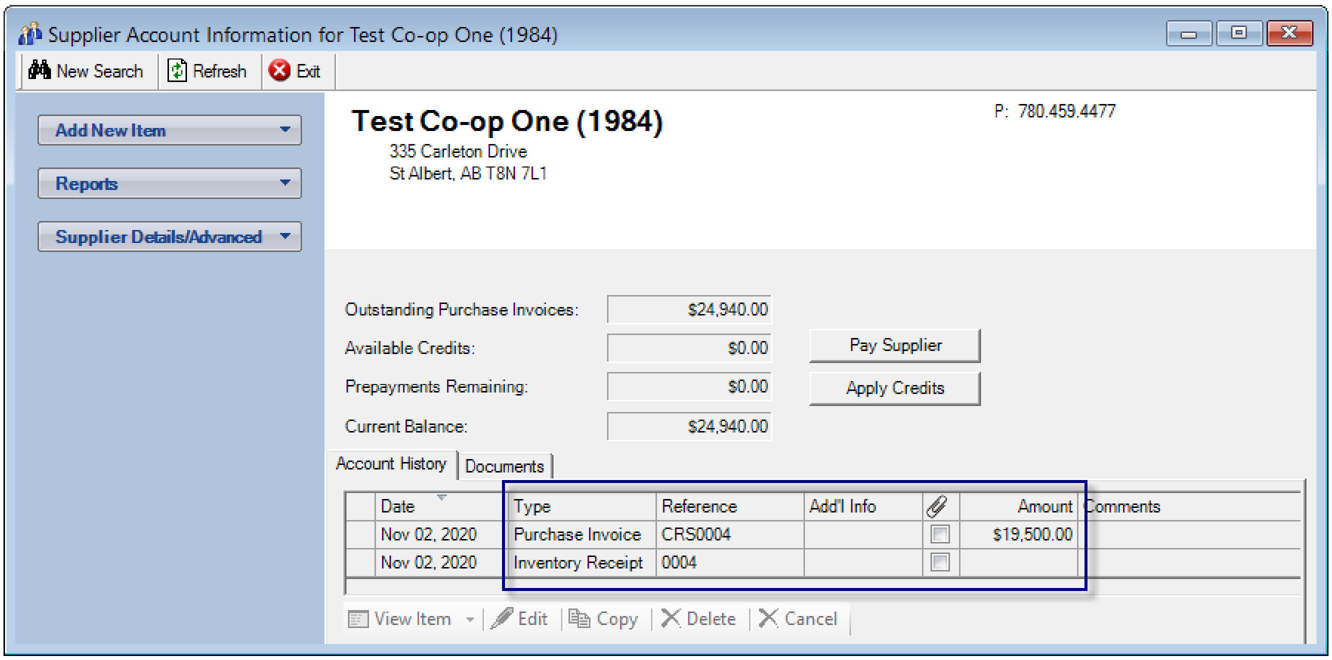
Account Transaction Summary

Nov 02, 2020 to Nov 02, 2020, Accounts Payable

Account #	Description	Debits	Credits	Net Change
16005	Chemical Accruals (CS)	19,500.00		19,500.00
21000	Accounts Payable		19,500.00	(19,500.00)
		19,500.00	19,500.00	0.00

General Ledger > Reports > Account Transaction Summary

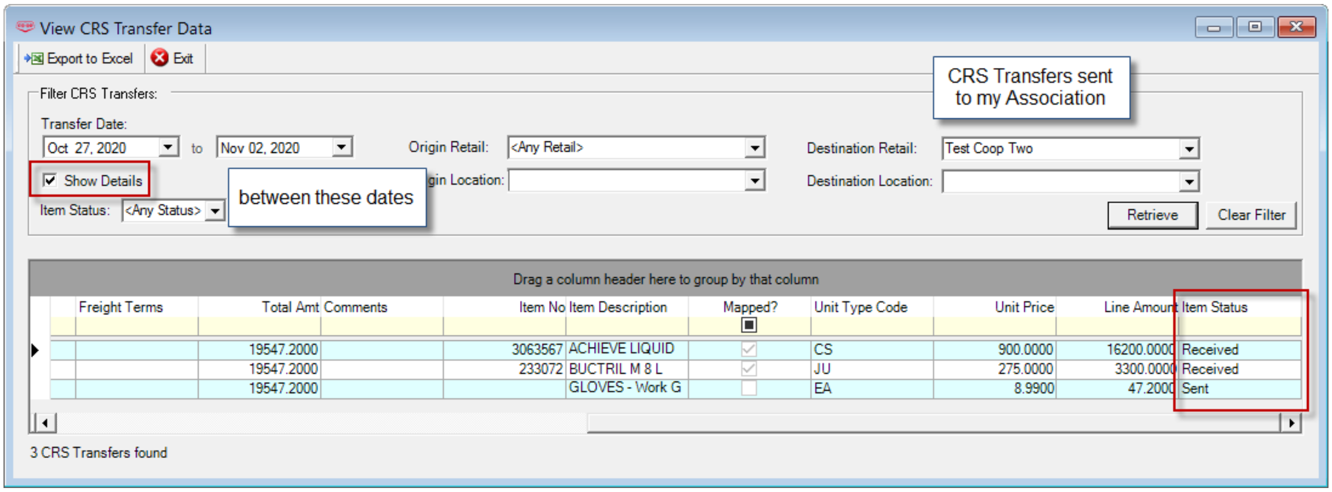
… which updates the balance on the Sending Association’s account.



Accounts Payable > Supplier Accounts

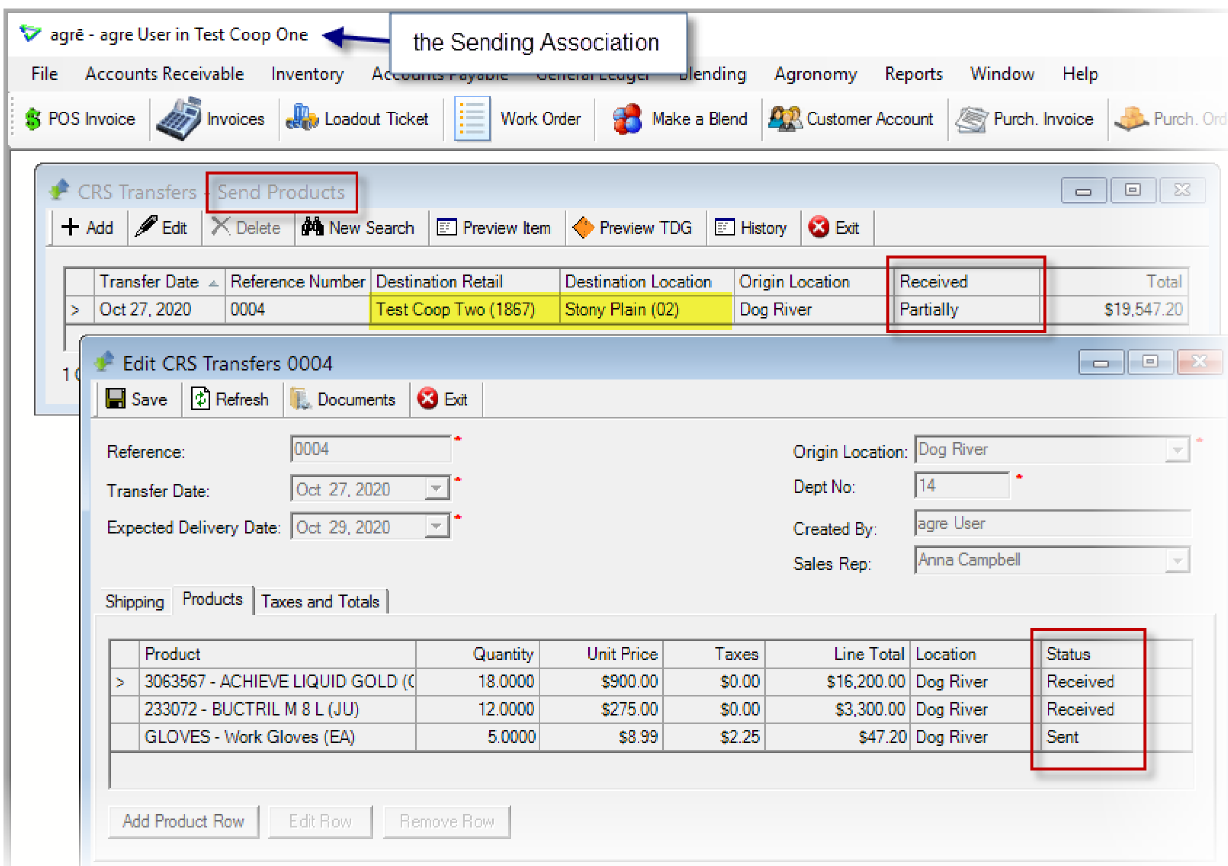
What Happens in CRS HUB on Import?

Imported items are flagged as **Received** immediately.
Any that were **not imported** remain **flagged as Sent**.



Data Management > View Master Data > CRS Transfers

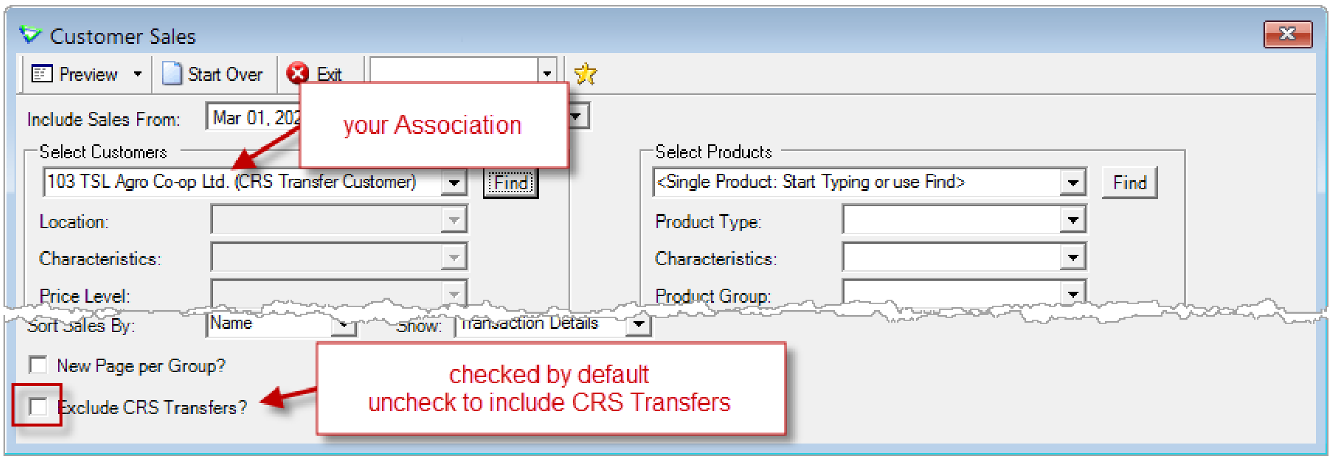
CRS Hub also tells the Sending Association when the items have been received at their destination (updates are sent every 5 minutes).



agrē CRS Transfer Reports & Exports

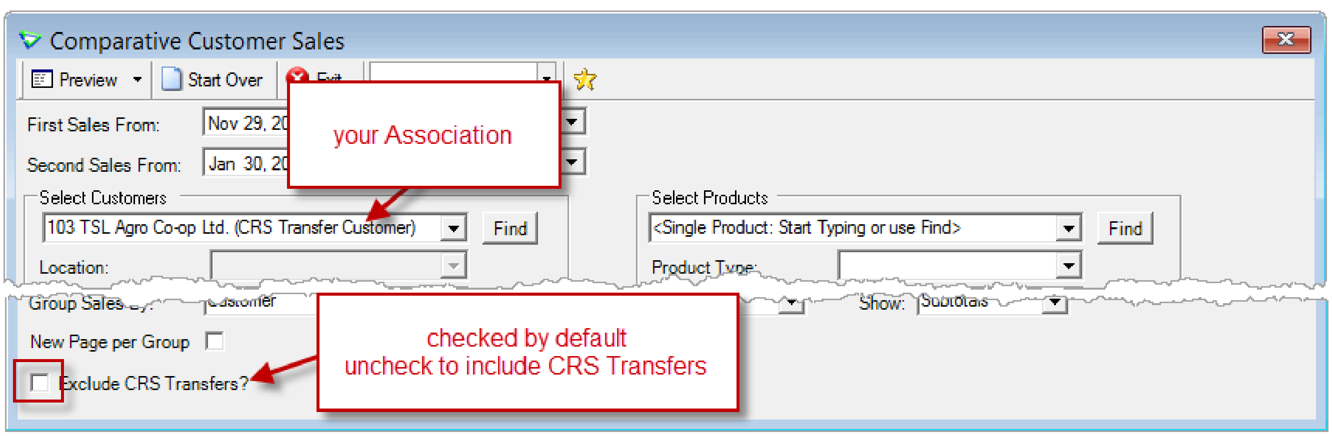
Account Receivable/Sending/Invoices

AR Customer Sales Report



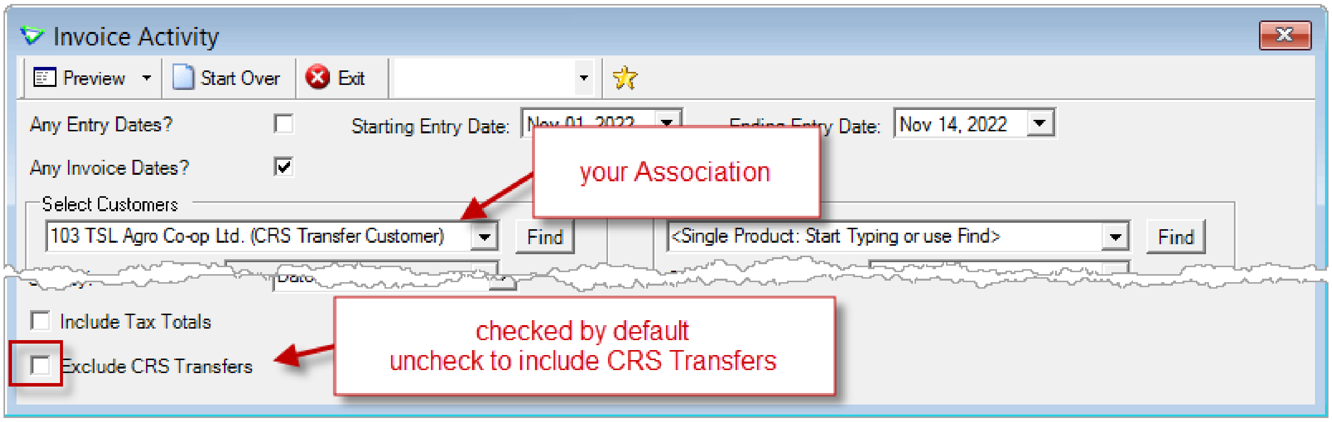
Accounts Receivable > Reports

AR Comparative Customer Sales



Accounts Receivable > Reports

AR Invoice Activity



Accounts Receivable > Reports

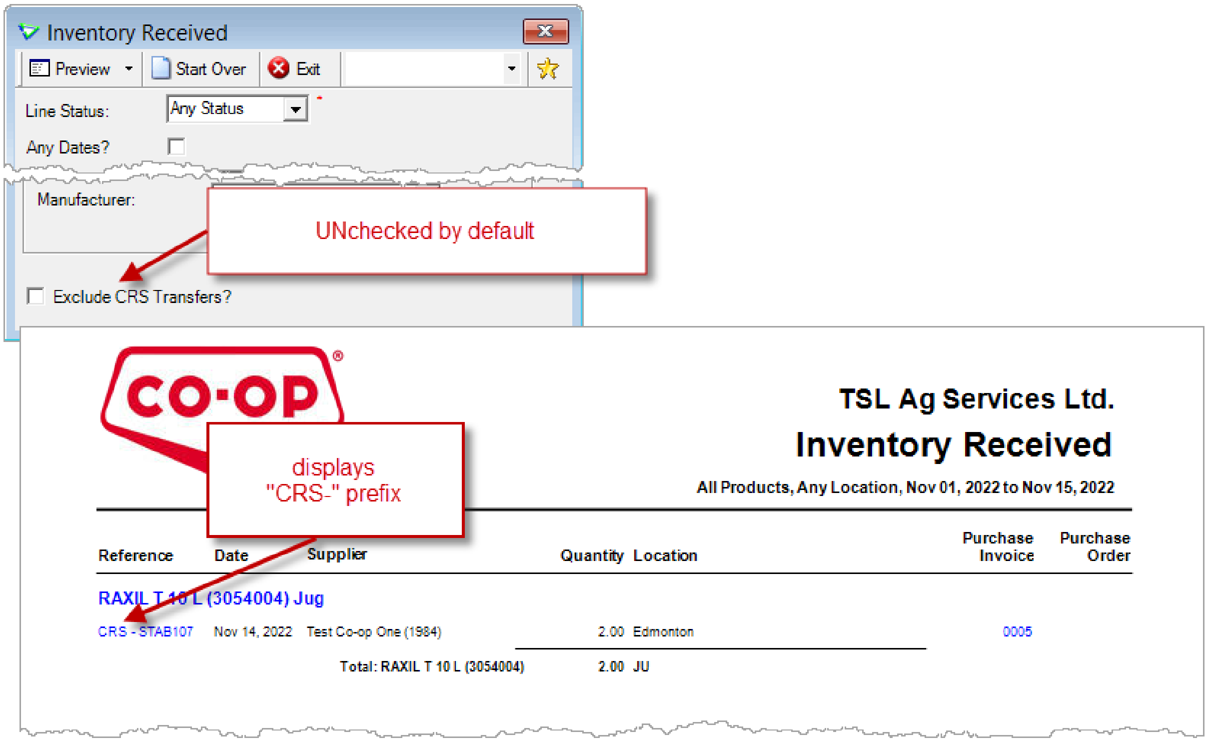
AR Data Exports

CRS Transfers are *excluded* from the following Accounts Receivable data exports:

- AGDATA
- AR Invoice Summary
- Bill and Hold Invoices
- Chemical Sales Summary (AB Env)
- Customer Sales by Qty
- Customer Sales
- Customer Sales Summary
- Low Sales Margins
- Member Patronage Summary
- POS Data (TKXS/TelusAg)
- POS Data (USI)
- Sales by Member

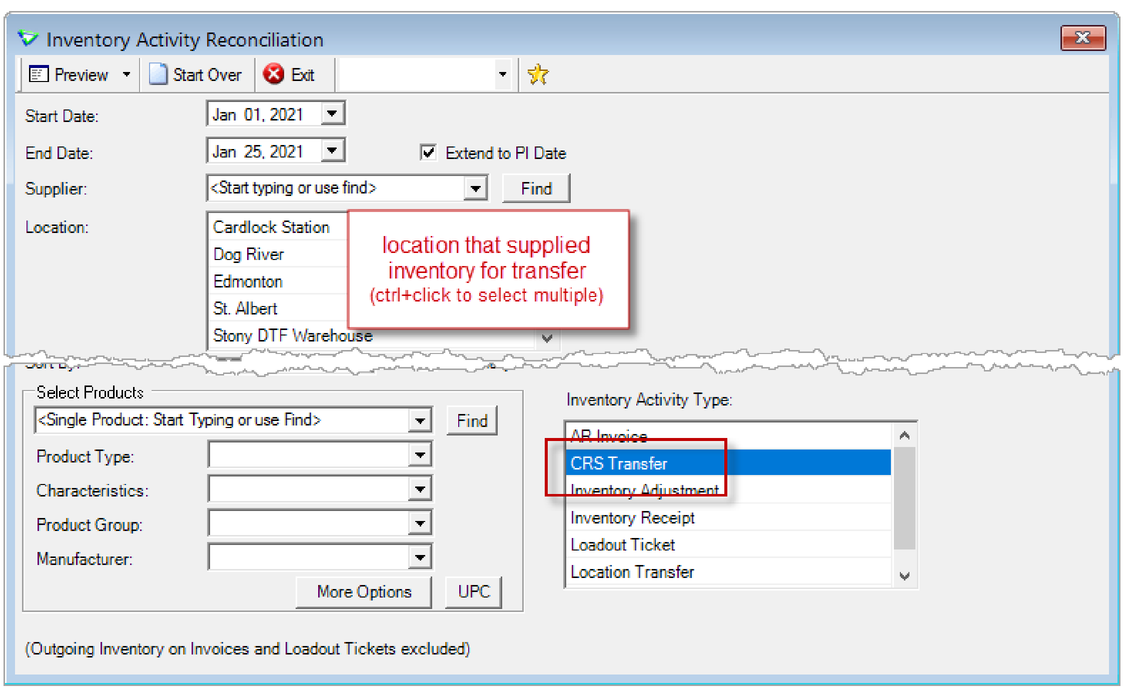
Inventory/Receiving/Inventory Receipts

INV Inventory Received Report



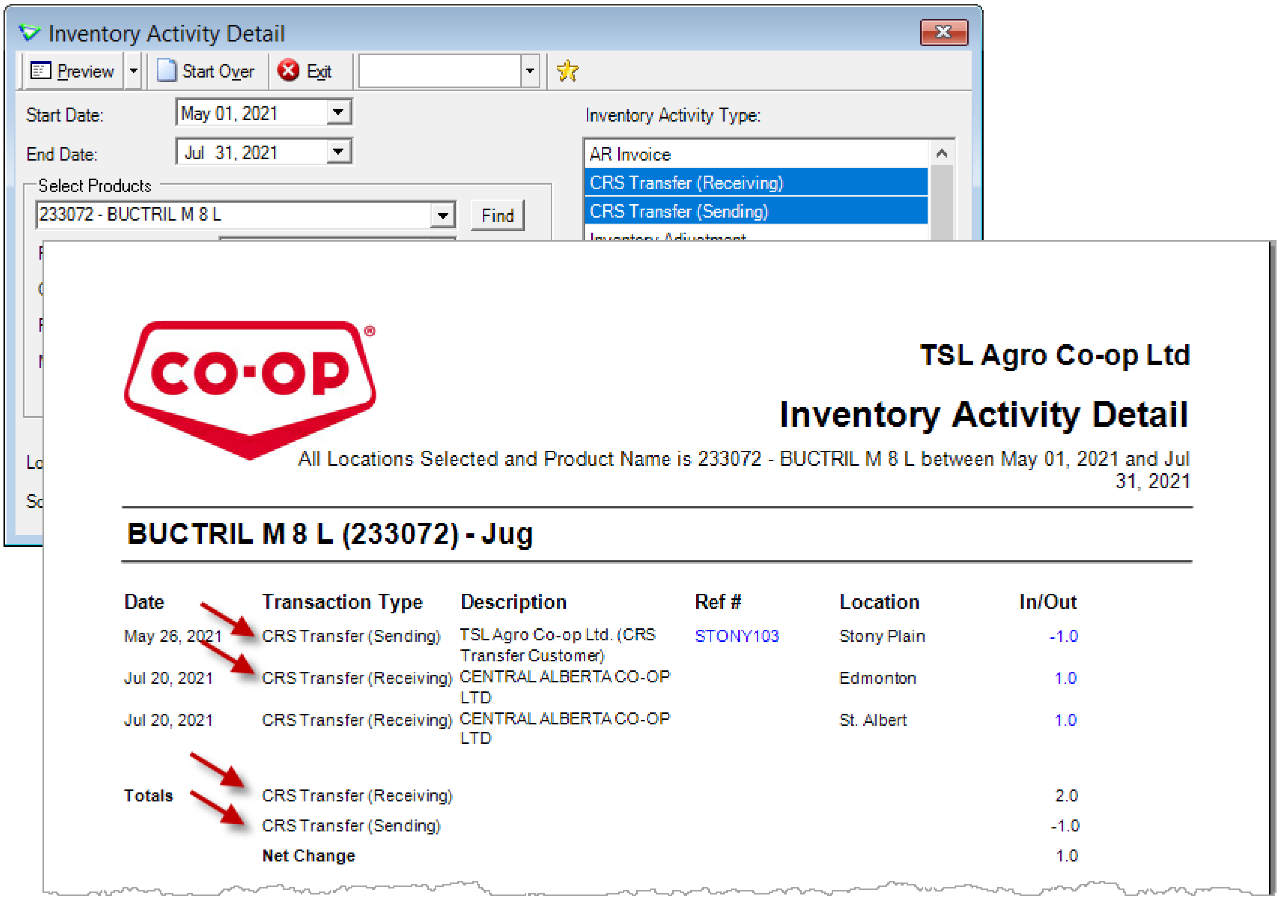
Inventory > Reports

INV Inventory Activity Reconciliation Report



Inventory > Reports

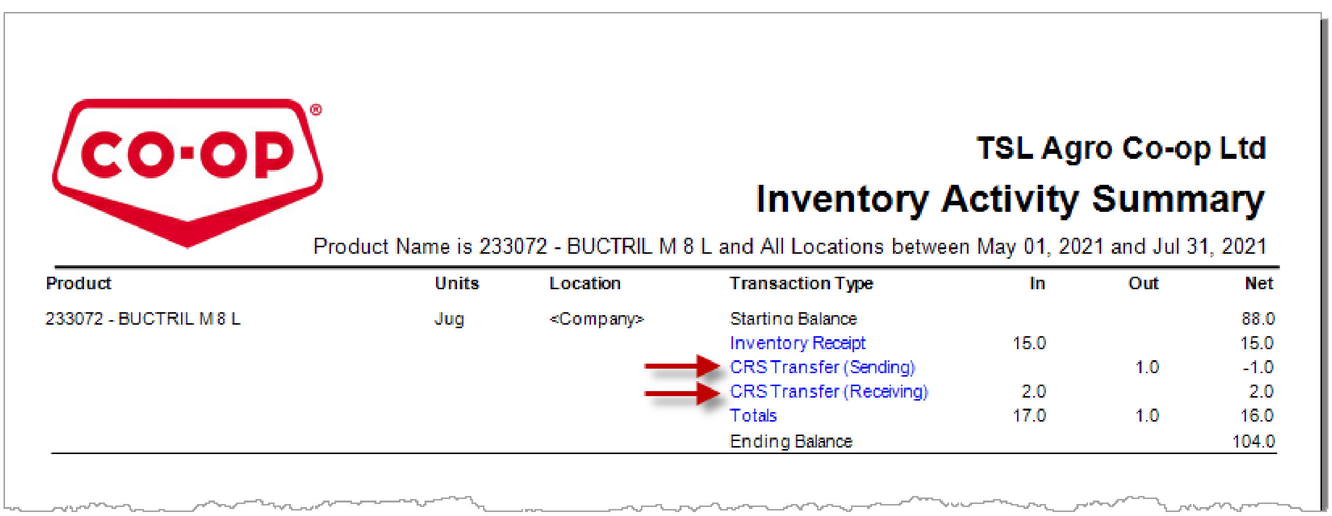
INV Inventory Activity Detail Report



Date	Transaction Type	Description	Ref #	Location	In/Out
May 26, 2021	CRS Transfer (Sending)	TSL Agro Co-op Ltd. (CRS Transfer Customer)	STONY103	Stony Plain	-1.0
Jul 20, 2021	CRS Transfer (Receiving)	CENTRAL ALBERTA CO-OP LTD		Edmonton	1.0
Jul 20, 2021	CRS Transfer (Receiving)	CENTRAL ALBERTA CO-OP LTD		St. Albert	1.0
Totals	CRS Transfer (Receiving)				2.0
	CRS Transfer (Sending)				-1.0
	Net Change				1.0

Inventory > Reports

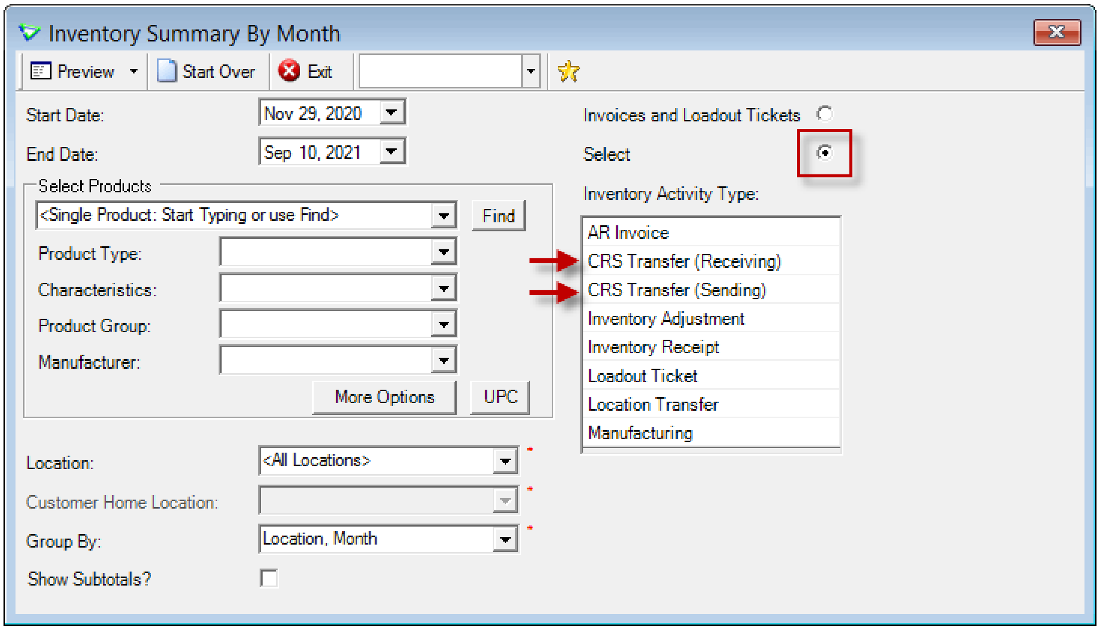
INV Inventory Activity Summary Report



Product	Units	Location	Transaction Type	In	Out	Net
233072 - BUCTRIL M 8 L	Jug	<Company>	Starting Balance			88.0
			Inventory Receipt	15.0		15.0
			CRS Transfer (Sending)		1.0	-1.0
			CRS Transfer (Receiving)	2.0		2.0
			Totals	17.0	1.0	16.0
			Ending Balance			104.0

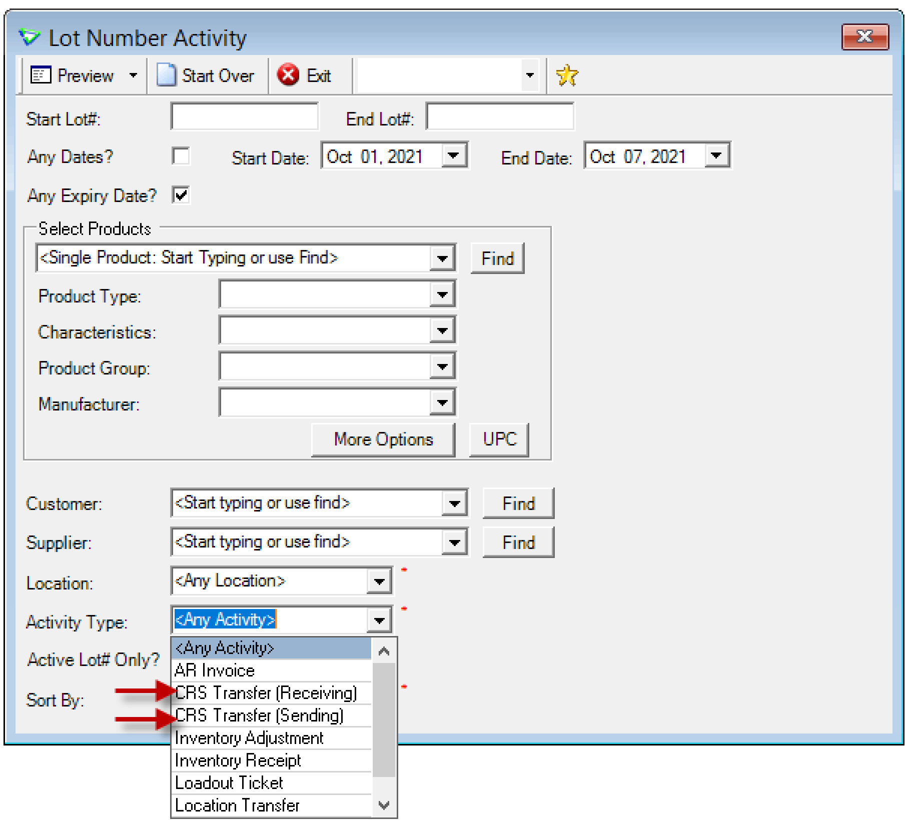
Inventory > Reports

INV Inventory Summary by Month



Inventory > Reports

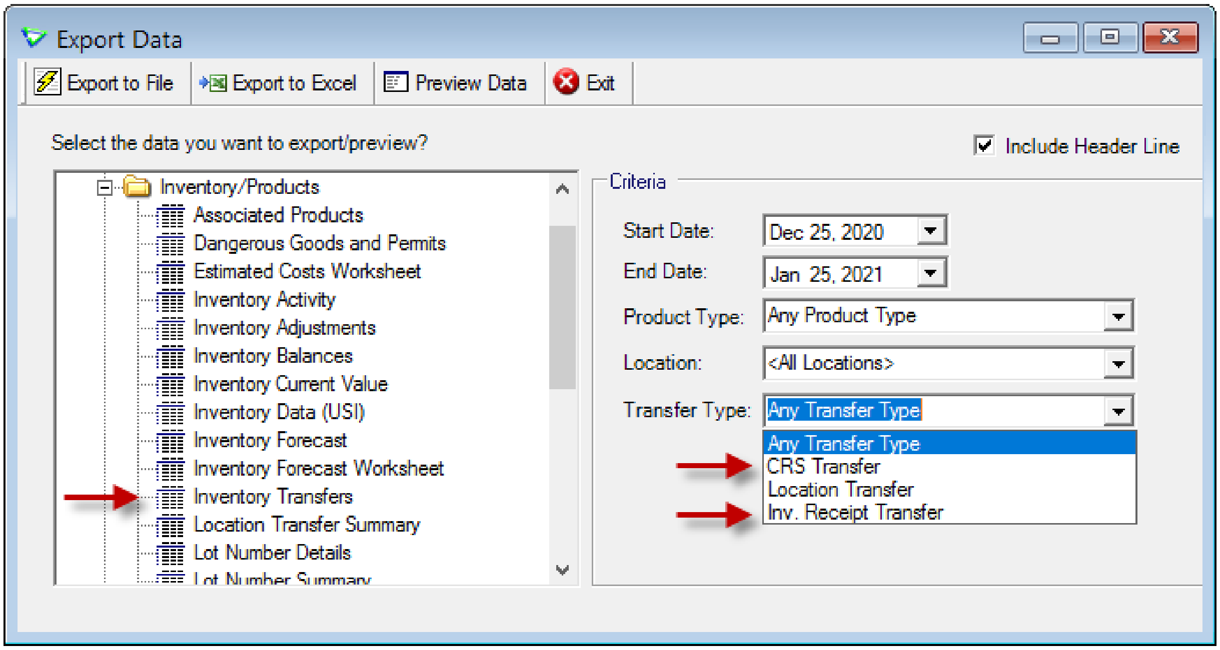
INV Lot Number Activity



Inventory > Reports

INV Inventory Transfers Data Export

Displays details of CRS Transfers.
The Quantities are always reported in Main Units (if mapped).



File > Exports Data

Inventory Receipt Transfer (old CRS Transfer process):

- Incoming and outgoing transactions
- Only shows mapped items
- The quantity is reported in mapped units, always
- Status column is always null

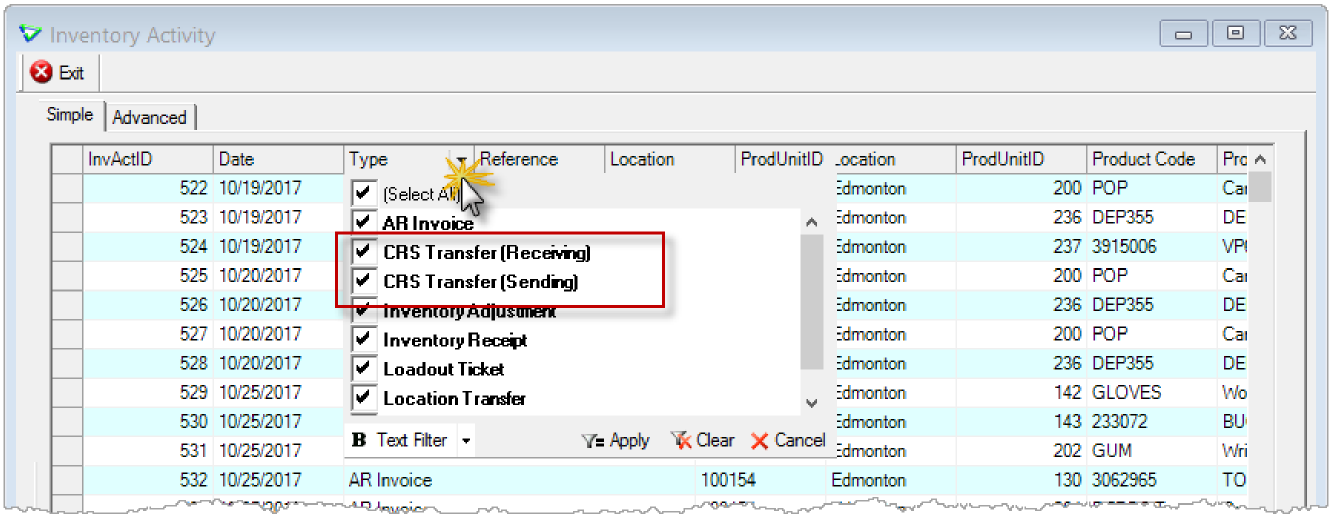
CRS Transfer

- displays incoming (Inventory Receipt) and outgoing (AR CRM Invoice)
- incoming do not have Destination Retail, Destination Location, or Status
- From Location and To Location are null
- Mapped and Unmapped Inventory items only (non-inventory items not included)

Location Transfer

- Two lines for each (one for out and one for in)
- Only shows mapped items
- The quantity is reported in mapped units, always
- Includes both pending and complete items
- Status can be Pending or Complete

INV Inventory Activity Export

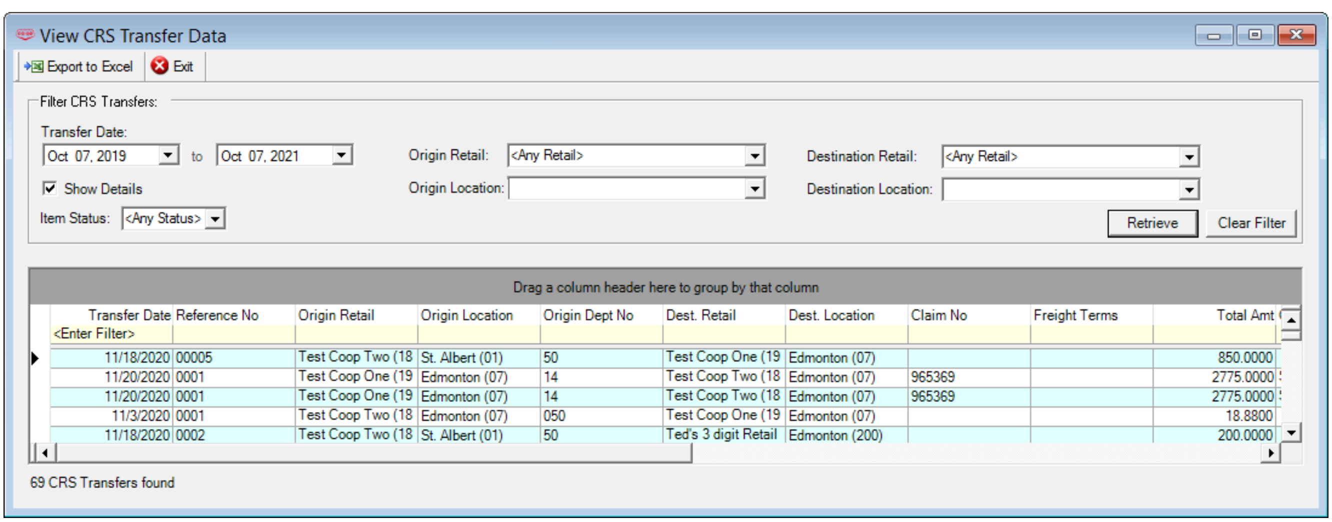


File > Exports Data

Hub CRS Transfer Reports & Exports

Master Data

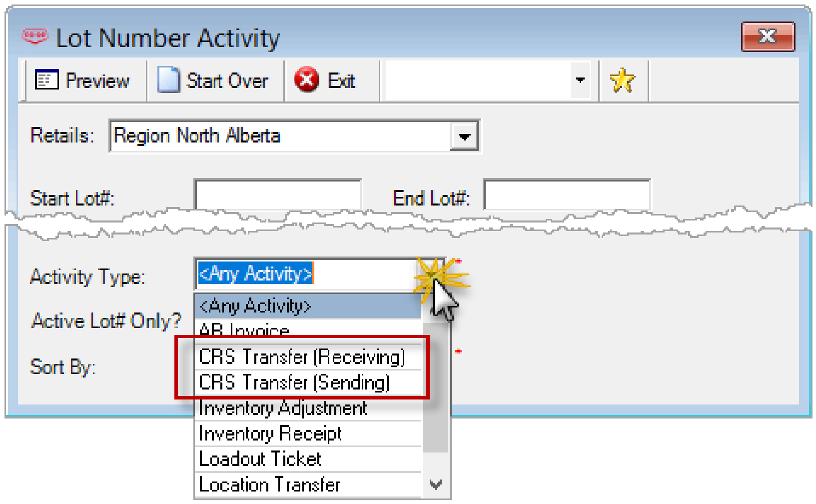
CRS Transfers



Data Management > View Master Data

Reports

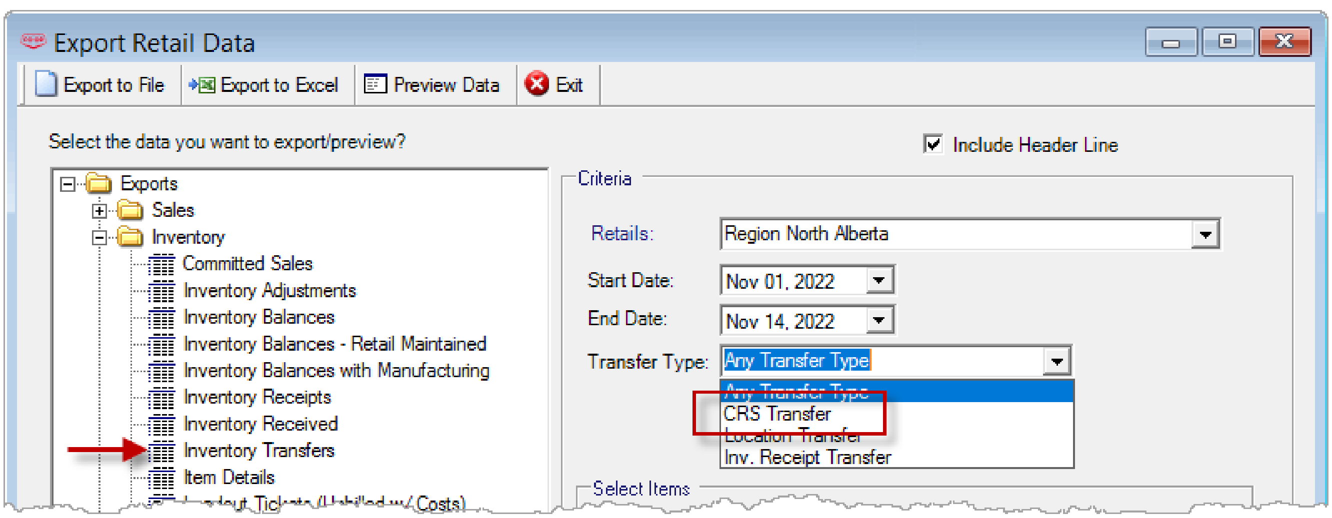
Lot Number Activity



Reports > Inventory > Lot Number

Exports

Inventory Transfers



Exports > Retail Data > Inventory