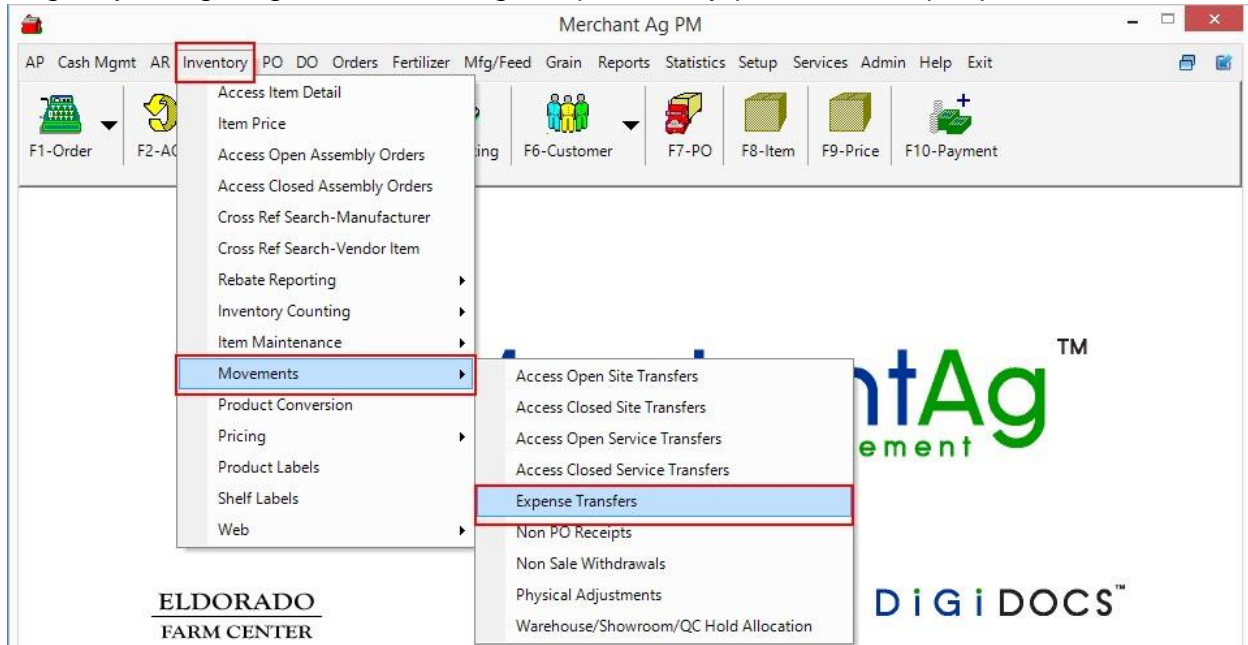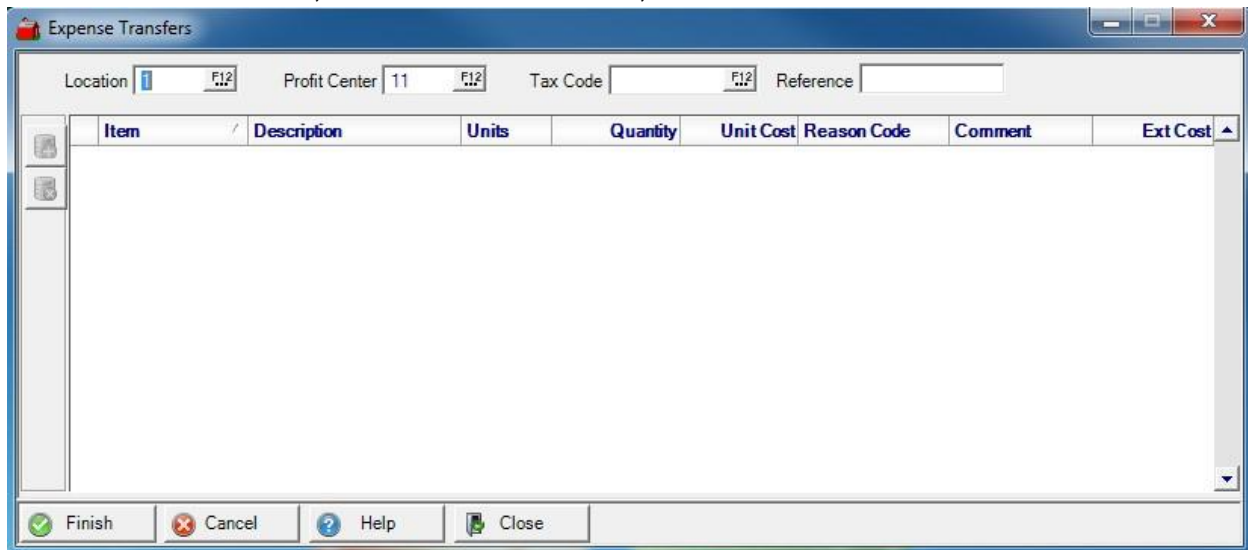# How To Enter an Expense Transfer

Use an Expense Transfer to track Items used in store and calculate Use Tax.

Begin by navigating to Merchant Ag PM | Inventory | Movements | Expense Transfer.

Follow the steps to enter an Expense Transfer.

1. Select the Location, also known as Site ID, for the Transfer.

2. Enter the Profit Center ID or select F12 to search.

3. The Profit Center will default to the ID associated with the Site ID. Click into the field to change or select F12 to search.

4. Select the appropriate Tax code to calculate Use Tax for this transfer.

5. Enter a Reference in this fourteen digit alpha-numeric field. The Add Items icon will not become active if this field is blank.

6. Use the Add icon to enter the Items removed from On Hand inventory for internal use.

7. Enter the quantity used.

8. Select a Reason Code from the drop down menu. If your location is not using Reason Codes, you will be prompted to supply a GL account. This is a required field.

9. Select Finish to complete the Expense Transfer which creates the Expense Transfer Report.