



STOCK TRANSFERS

Customer User Guide

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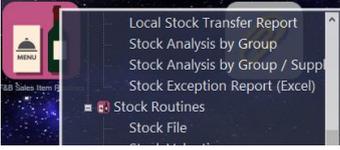
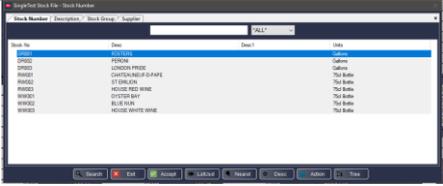
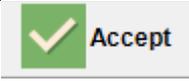
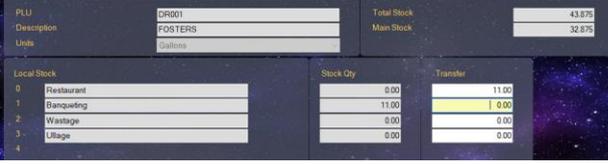
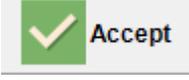
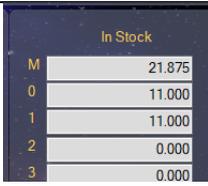
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Summary of Functionality

Elite supports the control of stock management in multiple stock rooms within both the F&B and Retail systems. The process below enables transfers to be created and actioned based on Maximum and Minimum par levels of stock in the different Stock Areas.

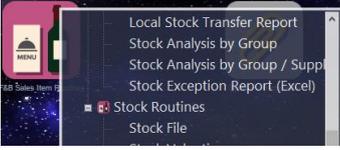
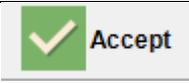
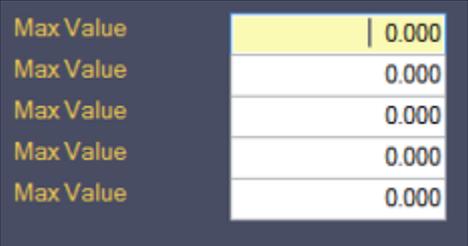
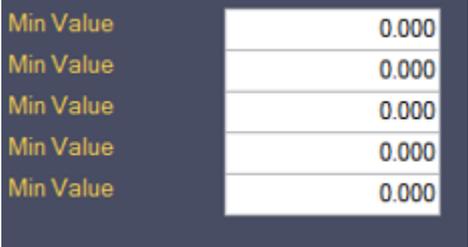
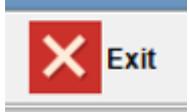
Transfer of Individual Stock Items

When viewing an individual Stock Record, a transfer can be completed as below.

	<p>F&B Sales Item Routines OR Retail Stock Routines Stock Routines Stock File</p>												
	<p>Select the Stock Record required, double click to view</p>												
	<p>Accept</p>												
	<p>Action</p>												
	<p>Stock Transfer</p>												
	<p>Enter the number of Units to transfer in the Transfer box against the correct Local Stock Room. Notes:</p> <ul style="list-style-type: none"> • Transfers are always from/to the Main Stock Room. • If an amount of stock is being return to the Main Stock Room a negative figure can be entered. • The quantity always relates to the Units field displayed above. 												
	<p>Accept</p>												
	<p>Select Yes to complete the transfer.</p>												
 <table border="1" data-bbox="400 1794 608 1980"> <thead> <tr> <th colspan="2">In Stock</th> </tr> </thead> <tbody> <tr> <td>M</td> <td>21.875</td> </tr> <tr> <td>0</td> <td>11.000</td> </tr> <tr> <td>1</td> <td>11.000</td> </tr> <tr> <td>2</td> <td>0.000</td> </tr> <tr> <td>3</td> <td>0.000</td> </tr> </tbody> </table>	In Stock		M	21.875	0	11.000	1	11.000	2	0.000	3	0.000	<p>The transfer is complete and on Exiting the levels of Stock in the Local Stock Areas will now be updated on the Current Period Page.</p>
In Stock													
M	21.875												
0	11.000												
1	11.000												
2	0.000												
3	0.000												

Setting Minimum and Maximum levels of Stock (Par Levels)

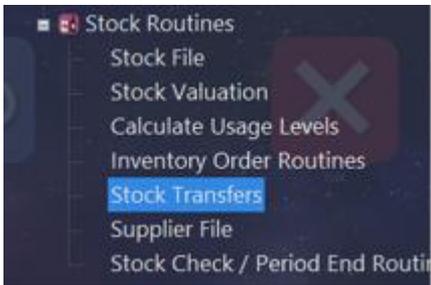
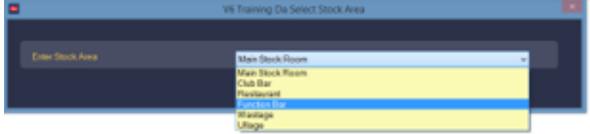
Maximum and Minimum stock levels can be set in each stock record for the Overall Stock levels. You are now able to set Minimum and Maximum Levels for Local Stock levels, which the system can refer to when generating a Bulk transfer to replenish a stock room.

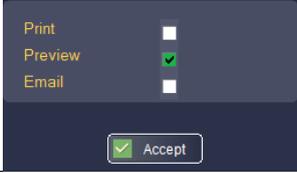
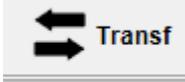
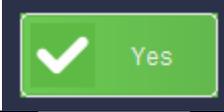
	<p>F&B Sales Item Routines OR Retail Stock Routines Stock Routines Stock File</p>
	<p>Select the Stock Record required, double click to view</p>
	<p>Accept</p>
	<p>Click inside the Min Lev or Max Lev Filed</p>
	<p>Select F1 Local</p>
	<p>Add Maximum Levels for all Required Local Stocks - This Must be Completed</p>
	<p>Add Minimum Levels for all Required Local Stocks - This Must Be Completed</p>
	<p>Exit</p>
	<p>Exit</p>

	Exit
	You can now if required select more stock items and add the local stock levels

Transfer to Replenish a Stock Room based on Par Levels

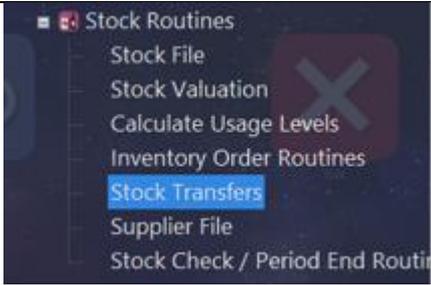
Once You have set Local Par Stock Levels (Min and Max Levels), it is now possible to generate automatic stock transfers from the Main Stock room to a Chosen Local Stock Room.

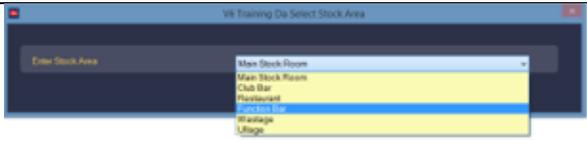
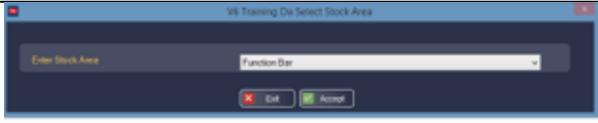
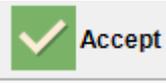
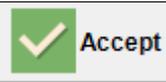
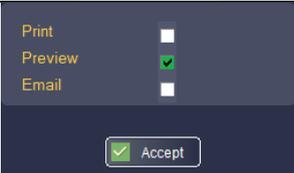
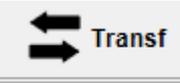
	F&B Sales Item Routines OR Retail Stock Routines Stock Routines Stock Transfers
	Select Manual Stock Transfer Routines
	Action
	Select Auto Generate a Transfer
	The Drop down Box will show all available stock areas (Note if you have an auto cleardown routine in place the stock area will not be present)
	Select the Required Stock area to transfer to
	Accept
	The Transfer has reviewed the Minimum and Maximum levels and has generated the transfer based on these.

	You can review and edit the Stock on this list and add further items if required.																														
	Select F8 Print to review the Transfer																														
	Choose from the Options available																														
<p>Stock Transfer Picking List Function Bar</p> <p>Goods Received Number : T000005 Transfer Date : 22/01/19 Transfer Time : 15:34:00 Page Number : 1</p> <table border="1"> <thead> <tr> <th>Stock Number</th> <th>Description</th> <th>Qty</th> <th>Units</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>010006</td> <td>LONDON PRIDE</td> <td>48</td> <td>Bottles</td> <td>1.885</td> </tr> <tr> <td>030002</td> <td>DOOM BAR</td> <td>10</td> <td>9 Gallon Keg</td> <td>78.000</td> </tr> <tr> <td>040001</td> <td>HOUSE GIN</td> <td>15</td> <td>70cl Bottle</td> <td>18.000</td> </tr> <tr> <td>110001</td> <td>CABERNET SAUVIGNON</td> <td>48</td> <td>75cl Bottle</td> <td>6.500</td> </tr> <tr> <td colspan="4">Total Cost</td> <td>104.390</td> </tr> </tbody> </table>	Stock Number	Description	Qty	Units	Cost	010006	LONDON PRIDE	48	Bottles	1.885	030002	DOOM BAR	10	9 Gallon Keg	78.000	040001	HOUSE GIN	15	70cl Bottle	18.000	110001	CABERNET SAUVIGNON	48	75cl Bottle	6.500	Total Cost				104.390	<p>This generates a Stock Transfer Picking List</p> <p>Review this List and check all is correct</p>
Stock Number	Description	Qty	Units	Cost																											
010006	LONDON PRIDE	48	Bottles	1.885																											
030002	DOOM BAR	10	9 Gallon Keg	78.000																											
040001	HOUSE GIN	15	70cl Bottle	18.000																											
110001	CABERNET SAUVIGNON	48	75cl Bottle	6.500																											
Total Cost				104.390																											
	Once all physical stock has been transferred Select Transf																														
	Select Yes To finalise the Transfer																														
	Exit																														
	Exit																														

Bulk Manual Transfer to a Stock Room

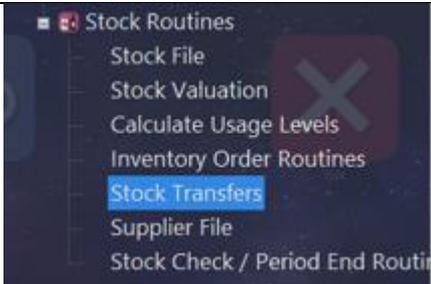
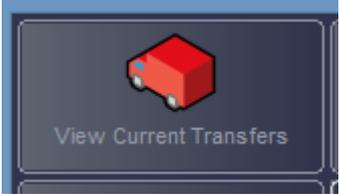
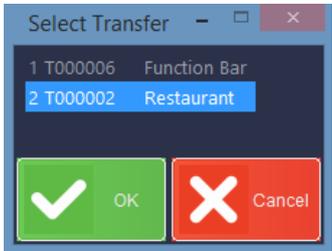
Further to the Auto-Generated Bulk Transfer, you can also manually create your own Bulk Transfers.

	F&B Sales Item Routines OR Retail Stock Routines Stock Routines Stock Transfers
	Select Manual Stock Transfer Routines
	Action

	<p>Select Manually Create Transfer</p>																				
	<p>The Drop down Box will show all available stock areas (Note if you have an auto clear-down routine in place the stock area will not be present)</p>																				
	<p>Select the Required Stock area to transfer to</p>																				
	<p>Accept</p>																				
	<p>Select the First Blank field in the Stock No Column</p>																				
	<p>Then Select F1 StkNum</p>																				
	<p>Select the Stock Record required, double click to view</p>																				
	<p>Accept</p>																				
	<p>Accept</p>																				
	<p>The Stock item has been added to the transfer Amend the Quantity and Units of the Transfer</p>																				
	<p>Select F8 Print to review the Transfer</p>																				
	<p>Choose from the Options available</p>																				
<p>Stock Transfer Picking List Function Bar</p> <p>Goods Received Number : T000006 Transfer Date : 22/01/19 Transfer Time : 15:48:00 Page Number : 1</p> <table border="1"> <thead> <tr> <th>Stock Number</th> <th>Description</th> <th>Qty</th> <th>Units</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>110001</td> <td>CABERNET SAUVIGNON</td> <td>2</td> <td>75cl Bottle</td> <td>6.500</td> </tr> <tr> <td>110002</td> <td>MERLOT</td> <td>2</td> <td>75cl Bottle</td> <td>4.500</td> </tr> <tr> <td colspan="4">Total Cost</td> <td>11.000</td> </tr> </tbody> </table>	Stock Number	Description	Qty	Units	Cost	110001	CABERNET SAUVIGNON	2	75cl Bottle	6.500	110002	MERLOT	2	75cl Bottle	4.500	Total Cost				11.000	<p>This generates a Stock Transfer Picking List</p> <p>Review this List and check all is correct</p>
Stock Number	Description	Qty	Units	Cost																	
110001	CABERNET SAUVIGNON	2	75cl Bottle	6.500																	
110002	MERLOT	2	75cl Bottle	4.500																	
Total Cost				11.000																	
	<p>Once all physical stock has been transferred Select Transf</p>																				

	Select Yes to Complete the Transfer
	Exit
	Exit

Bulk Manual Transfer to a Stock Room

	F&B Sales Item Routines OR Retail Stock Routines Stock Routines Stock Transfers
	Select Manual Stock Transfer Routines
	Action
	Select View Current Transfers
	The Drop Pop Up Menu will show all Current stock Transfers Click on the Required Stock Transfer
	The Stock transfer screen will then open You are now able to Review and Edit or Complete the Transfer. When Complete
	Exit

		Exit
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