

Inter Branch Transfer work-flow for stock items

Customer Services

Sparkstone Technology Ltd



Contents

Inter Branch Transfer work-flow for stock items	1
Objectives	3
Conventions Used	3
Step 1: Access Back Office.	4
Step 2: Navigation to Inter Branch Transfer window.	4
Step 3: Entering stock code.	5
Step 4: Reference and Description.	5
Step 6: Selecting location.	6
Step 7: Entering Stock Code	7
Step 8: Enter Total Value.....	7
Step 9: Update Stock and print Transfer Note	8
Booking the Stock into the receiving branch	9
Step 10: Booking stock in.	9
Step 11: Branch Transfer search filter.	10
Step 12: Selecting Transfer.....	10
Step 13: Updating Stock.....	11
Step 13: Print Labels for items.	11
Step 14: Movements of stock	12
Goods in Transit (GIT) Reconciliation	13
Step 15: Navigation to Sparkstone Goods In Transit Window	13
Step 16: Search for transfer items	13

Introduction

This document outlines the workflow for the performing Inter Branch transfers (IBT) within the Sparkstone Retail EPOS System. These notes are designed to complement the training that you will have received on the Sparkstone Retail EPOS from a Sparkstone training consultant or system administrator. They are not intended to be a complete overview of the software but are designed to assist you at a later stage when you are away from the training session.

These notes have been compiled to reflect the configuration of the Sparkstone EPOS system at your site and as such may only contain information pertinent to the operations that you require. If additional modules are purchased at a later date, training notes will be provided as appropriate on completion of the associated training course.

Objectives

To provide an overview of the processes involved in transferring stock between branches.

Conventions Used

Menu paths will be indicated throughout this training manual in bold.

For example:

Back Office | Product file | Stock Records

Indicates that you should access Stock Records window from the Back Office using the Product File on the drop down navigation menu.

How to transfer stock items

Sometimes it is necessary to transfer stock items to between branches in order to fulfil Sales Orders. There are two stages to this: sending the goods to a branch, and booking in stock in to the receiving branch.

Step 1: Access Back Office.

Sign in to the Back Office and the following window will be displayed:

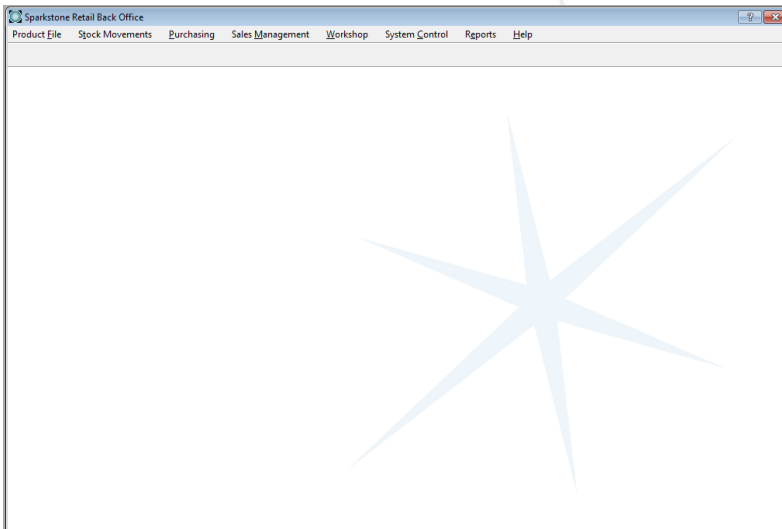


Figure 1: Sparkstone Retail Back Office window.

Step 2: Navigation to Inter Branch Transfer window.

Stock Movements | Transfers | Inter Branch Transfer

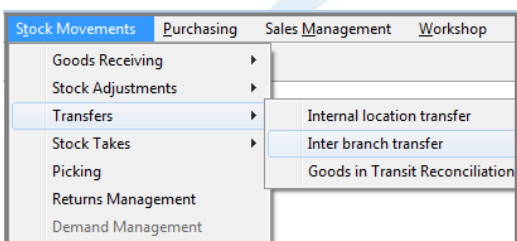


Figure 2: Selecting Inter branch transfer window.

This will open the window Interbranch stock transfers window:

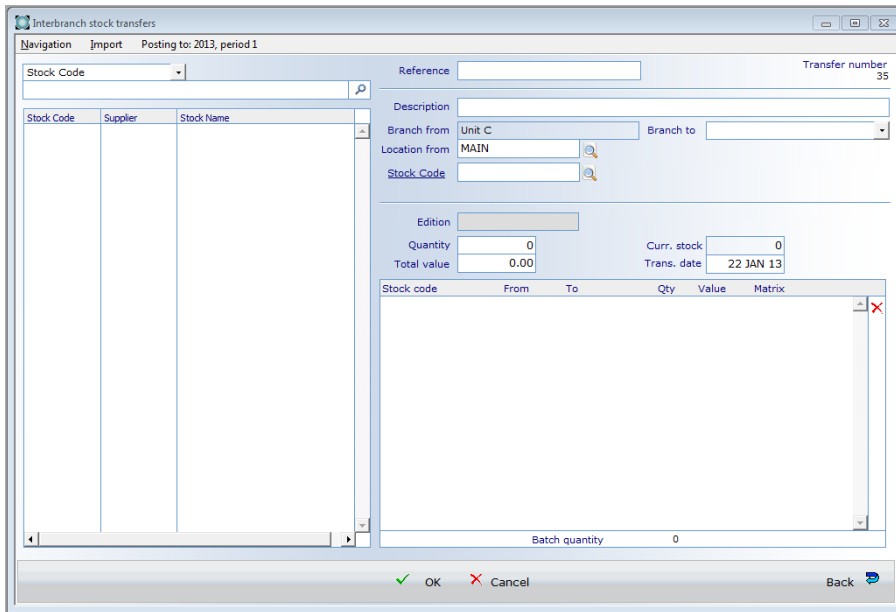


Figure 3: Inter branch stock transfer window.

Step 3: Entering stock code.

Place the cursor in the search field below the 'Stock Code' drop down, enter your required code and select the magnifying glass next to it (or press 'TAB'). This will populate the display pane with the results of your search:

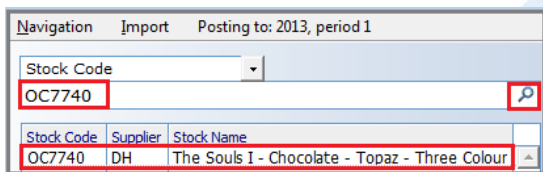


Figure 4: Stock code populating data.

Step 4: Reference and Description.

Next, enter a reference to the transfer for tracking and auditing purposes. Then we also recommend a description for the transfer is included:

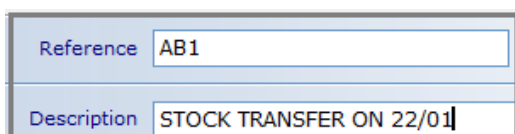


Figure 5: Entering reference and description fields.

Step 5: Selecting branch destinations.

Select where you would like the stock to move to by selecting the drop down next to the 'Branch To' section and this will provide a list of branches to choose from:

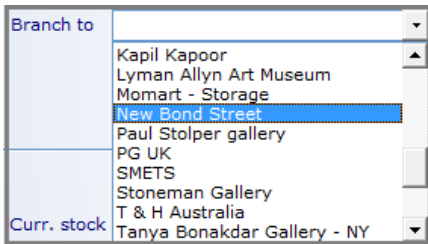
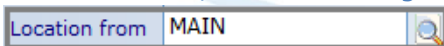


Figure 6: Select branch to transfer the stock to.

Step 6: Selecting location.

Once the branch is selected, go to 'Location From' field and see which option is currently selected. For example, 'Main' can be the default. If you would like to see alternative locations to transfer the stock from, select the magnifying glass at the side of the box:



The following window will appear:

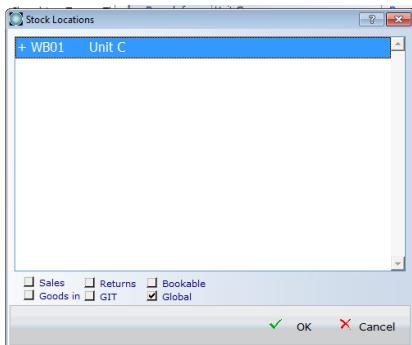


Figure 7: Selecting locations.

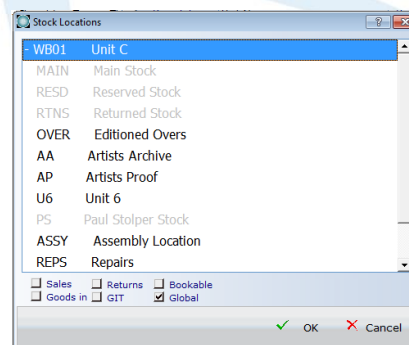
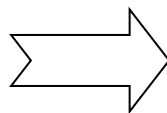


Figure 8: Selecting Locations from 'WB01'.

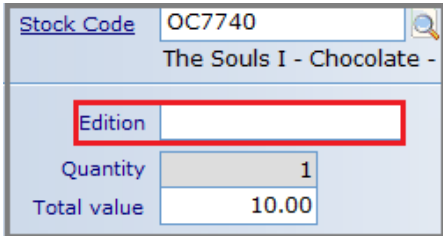
Double clicking on the highlighted section will populate the list of sub-locations which you can select from (figure 8).

Select the desired location. In this case we have selected 'Over' and click 'OK'.

Step 7: Entering Stock Code

Next, enter the Stock Code in the box next to the field and press 'tab'.

If the stock item is an Edition Item an additional box will appear to enter the number of Editions:



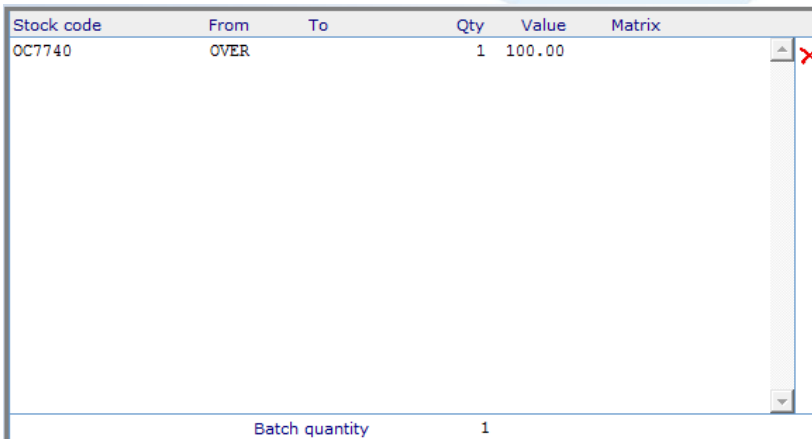
Stock Code	OC7740
The Souls I - Chocolate -	
Edition	<input type="text"/>
Quantity	1
Total value	10.00

Figure 9: Edition Entry.

Enter the number of Editions in the box above and press 'tab'. This will put the cursor in the box with 'Total Value' assigned to it.

Step 8: Enter Total Value

Enter the total Value of the goods and press 'Tab'. This will populate a line underneath:



Stock code	From	To	Qty	Value	Matrix
OC7740	OVER		1	100.00	

X

Batch quantity 1

Figure 10: Total Value Entry.

Repeat this process for each stock item.

If you wish to correct an entry; highlight the desired line so it's in blue. Then place the cursor in the Quantity, Edition or Value fields. This will allow you to overwrite the data and is applied to the lines by Tabbing through until you see your change updating the lines in the lower display pane.

To remove a line, highlight and press the red 'x' on the right hand side to delete.

If the details are correct, then press 'OK' at the bottom of the page.

Step 9: Update Stock and print Transfer Note

A prompt should appear asking if you would like to update the stock levels:

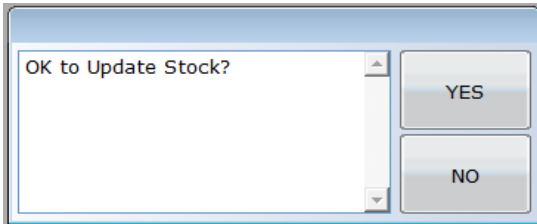


Figure 11: Updating Stock Levels.

Select 'Yes' and this will update the stock. The next window will appear asking to print a Transfer Note. Select 'Print to Printer' and a print setup page will appear:

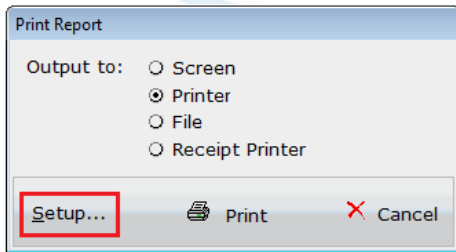


Figure 12: Print Report

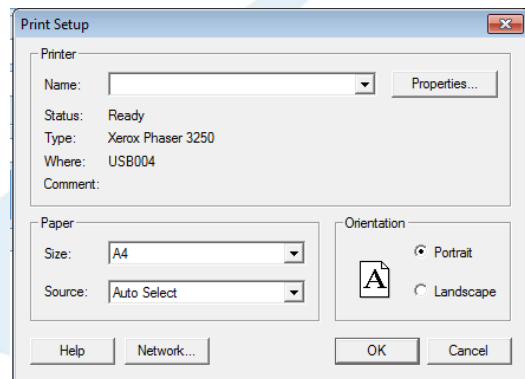


Figure 13: Select print Setup

Select the desired printer and the Transfer note will print out from there. For example:

Printed: 22 January 14:56

Transfer Note		Transfer Number	
Delivery Address		37	
Ref:	Date: 22 JAN 13		
From	To		
Unit C	New Bond Street		
Stock Code / Supplier Code	Supplier	Stock Name	Matrix Code
Barcode / Man. Ref.			Quantity
OC7740	DH	The Souls I - Chocolate - Topaz	1
			Sell Price
			3600.00
Edition: 5			
			Batch quantity
			1
		<u>Sent</u>	<u>Transport</u>
			<u>Received</u>
Name : _____			
Signature : _____			

Figure 14: Transfer Note.

Booking the Stock into the receiving branch

Step 10: Booking stock in.

To book the stock in to the required location, go to the back office (step 1) and go to:

Stock Movements | Goods Receiving | Goods In/Return

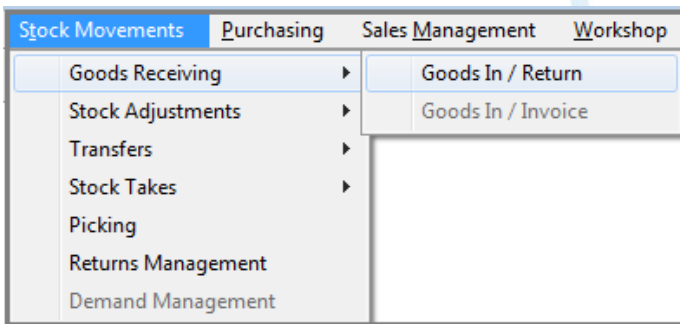


Figure 15: Goods In/Return selection.

The below window will open:

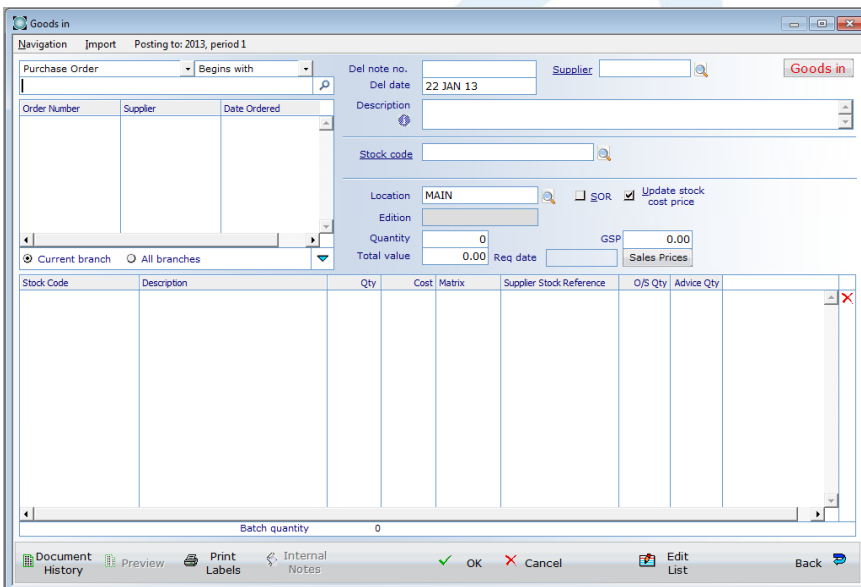


Figure 16: Goods In/Return window.

Step 11: Branch Transfer search filter.

In the drop down, which defaults to 'Purchase Order', select 'Branch Transfer' from the list:

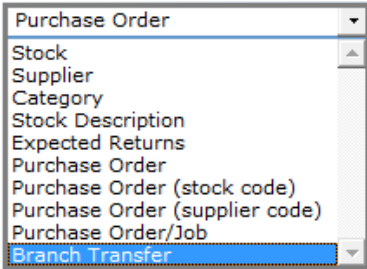


Figure 17: Branch Transfer selection.

This will then populate the transfers in the section below:

Transfer Number / Ref	Date	Branch From
14 / 14	16 JAN 13	WB01
21 / 21	16 JAN 13	BS01

Below the table, there are two radio buttons: 'Current branch' (which is selected) and 'All branches'. There is also a small downward arrow icon to the right of the radio buttons.

Figure 18: Branch Transfers.

Step 12: Selecting Transfer.

Double click on the transfer and this will fill in the details underneath:

Stock Code	Description	Qty	Cost	Matrix	Supplier Stock Reference	O/S Qty	Scan Qty
OC7740	The Souls 1 - Chocolate - Topaz - Three	1	10.00			1	

At the bottom of the table, there is a label 'Batch quantity' followed by the value '1'. There is also a small 'X' icon in the top right corner of the table area.

Figure 19: Data population.

Step 13: Updating Stock

Select the line and click 'OK'. A prompt will appear asking if you would like to update the stock:

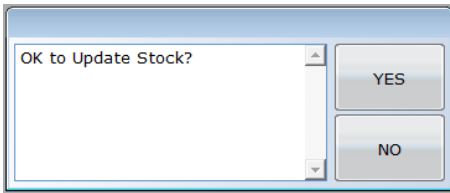


Figure 20: Update Stock prompt.

Select 'Yes' and a Goods Receive Note will print out, as below:

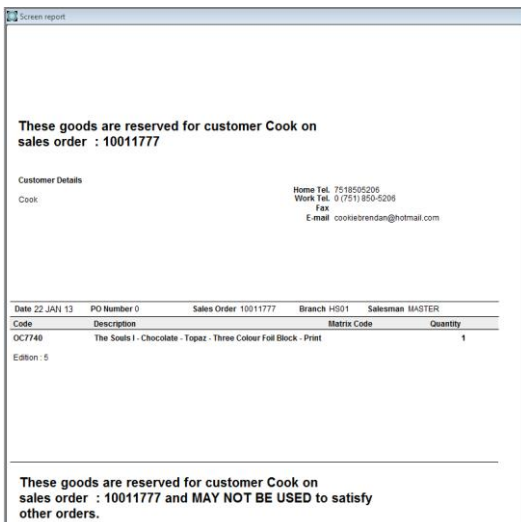


Figure 21: Goods Received Note.

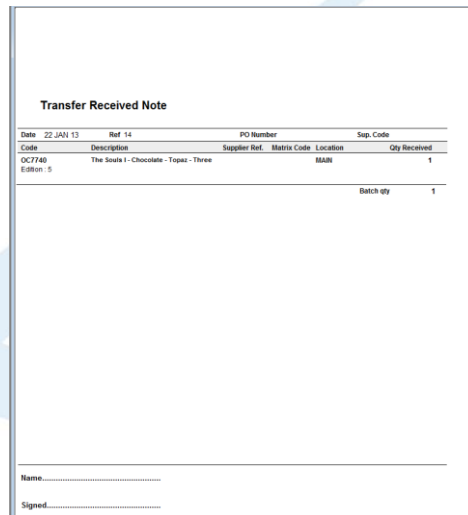


Figure 22: Transfer Received Note

Step 13: Print Labels for items.

A prompt will appear asking if you would like to print the labels for the stock items:

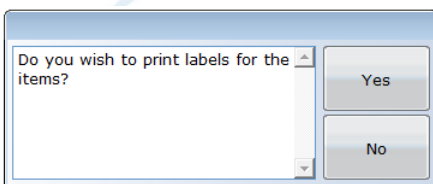


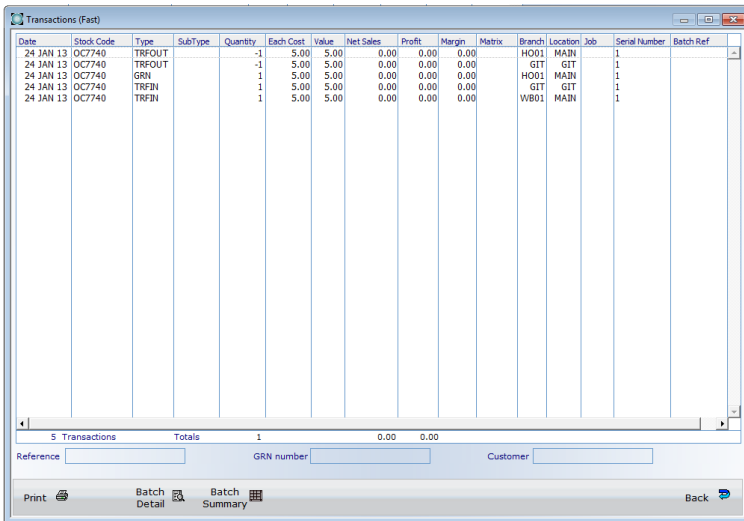
Figure 23: Label Printing prompt.

After this is complete, it will take you back to the goods in window.

Step 14: Movements of stock

To View the movements of the stock code navigate to:

Product File | Stock Record | Type stock record and tab | View | Transactions Fast and the below window will appear:



Date	Stock Code	Type	SubType	Quantity	Each Cost	Value	Net Sales	Profit	Margin	Matrix	Branch	Location	Job	Serial Number	Batch Ref
24 JAN 13	OC7740	TRFOUT		-1	5.00	5.00	0.00	0.00	0.00		HO01	MAIN		1	
24 JAN 13	OC7740	TRFOUT		-1	5.00	5.00	0.00	0.00	0.00		GIT	GIT		1	
24 JAN 13	OC7740	GRN		1	5.00	5.00	0.00	0.00	0.00		HO01	MAIN		1	
24 JAN 13	OC7740	TRFBI		1	5.00	5.00	0.00	0.00	0.00		GIT	GIT		1	
24 JAN 13	OC7740	TRFBI		1	5.00	5.00	0.00	0.00	0.00		WB01	MAIN		1	

5 Transactions Totals 1 0.00 0.00

Reference: GRN number: Customer:

Print Batch Detail Batch Summary Back

Figure 24: Stock Movements.

This window shows which locations the stock has moved from and to. This transfer moved stock out of HO01 to the Goods in Transit location when the inter branch transfer was done. Then when the stock was booked in, there is an in movement from goods in transit to the Unit C location where the stock has been booked into.

Goods in Transit (GIT) Reconciliation

Goods in Transit reconciliation deals with items of Stock that may have been sent or received incorrectly. Once a branch transfer is complete (booked in) any differences between the expected sent and received figures will be listed in the GIT reconciliation window.

Step 15: Navigation to Sparkstone Goods In Transit Window

To open the window, go to: **Stock Movements | Transfers | Goods In Transit Reconciliation**

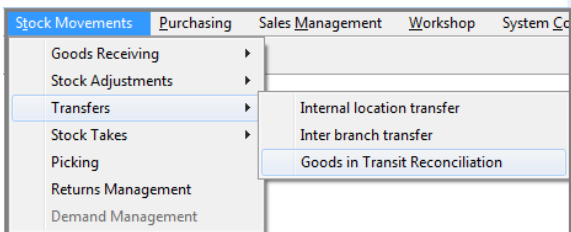


Figure 25: Goods In Transit Reconciliation.

The following window will open:

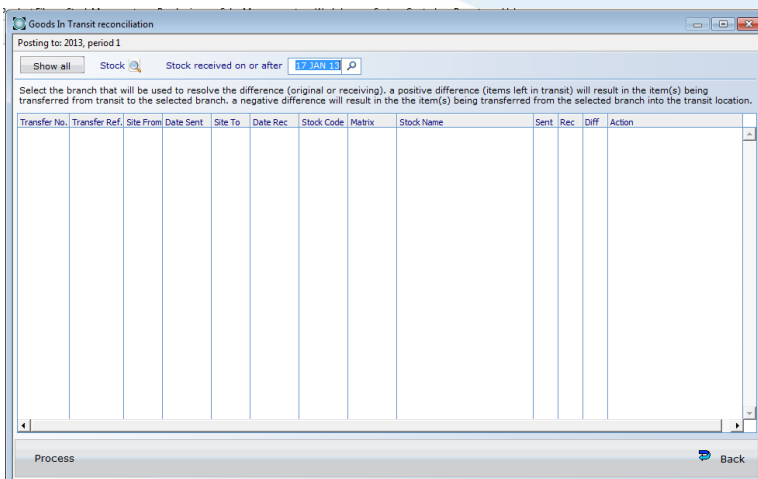


Figure 26: Goods In Transit Reconciliation Window.

Step 16: Search for transfer items

Enter the correct date at the top and select 'Show all' to populate the items of stock that have been sent or received incorrectly. The below window will open:

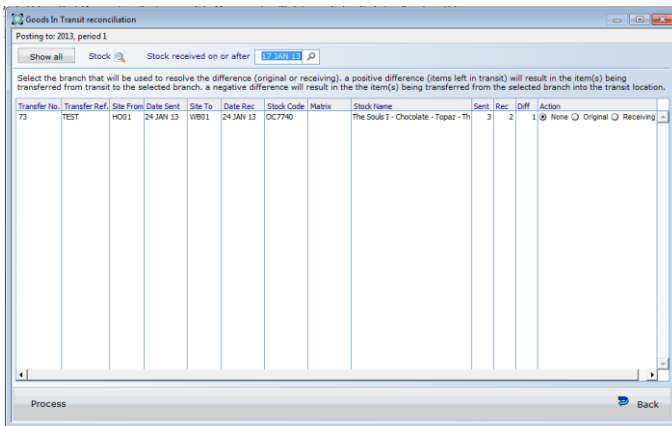


Figure 28: Line detail.

If you would like the stock to be sent back to the original branch, toggle the button under the 'Action' column to 'Original' and press 'Process'.

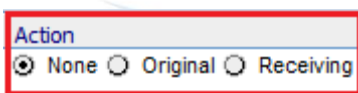


Figure 28: Toggle buttons.

Alternatively, if you would like to receive the stock at the current branch, toggle the button to 'Receiving' and press 'Process'.

Once 'Process' is selected, the line will disappear from the GIT reconciliation window.