Inter Branch Transfer work-flow for stock items

Customer Services Sparkstone Technology Ltd



Contents

Int	er Branch Transfer work-flow for stock items1
	Objectives
	Conventions Used
	Step 1: Access Back Office4
	Step 2: Navigation to Inter Branch Transfer window4
	Step 3: Entering stock code
	Step 4: Reference and Description
	Step 6: Selecting location
	Step 7: Entering Stock Code
	Step 8: Enter Total Value
	Step 9: Update Stock and print Transfer Note
	Booking the Stock into the receiving branch9
	Step 10: Booking stock in
	Step 11: Branch Transfer search filter
	Step 12: Selecting Transfer
	Step 13: Updating Stock
	Step 13: Print Labels for items
	Step 14: Movements of stock
	Goods in Transit (GIT) Reconciliation13
	Step 15: Navigation to Sparkstone Goods In Transit Window
	Step 16: Search for transfer items



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

Sto	ock Movements	<u>P</u> urchasing	5	Sales <u>M</u> anagement <u>W</u> orkshop
	Goods Receivin	g	F	
	Stock Adjustme	ents	۲.	
	Transfers		۲	Internal location transfer
	Stock Takes		۲	Inter branch transfer
	Picking			Goods in Transit Reconciliation
	Returns Manag	ement	L	
	Demand Manag	gement		

Figure 2: Selecting Inter branch transfer window.



Interbranch stock transfers							
Navigation Import Posting to: 2013, period 1							
Stock Code	P -	Reference]		Transfer number 35
Stock Code Supplier Stock Name		Description					
			Unit C		Branch to		•
	- U	ocation from	MAIN	2			
		Stock Code		2			
	-			_			
		Edition					
		Quantity	0		Curr. stock	0	
		Total value	0.00		Trans. date 22	JAN 13	
	s	Stock code	From	То	Qty Value	Matrix	
	v						×
			Batch o	quantity	0		
		🗸 ок	× Cancel				Back 🔊

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:

<u>Navigation</u>	Import	Posting to: 2013, period 1	
Stock Cod	e	•	
OC7740		4	ρ
Stock Code	Supplier	Stock Name	
OC7740	DH	The Souls I - Chocolate - Topaz - Three Colour	*

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:

Reference	AB1
Description	STOCK TRANSFER ON 22/01

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:

Branch to		•
	Kapil Kapoor Lyman Allyn Art Museum	
	Momart - Storage New Bond Street	
	Paul Stolper gallery PG UK	
	SMETS	
	Stoneman Gallery T & H Australia	
Curr. stock	Tanya Bonakdar Gallery - NY	-

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:

Location from MAIN

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	2
		The Souls I - (Chocolate -
	Edition		
q	uantity	1	
Tota	l 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	То	Qty	Value	Matrix	
0007740	OVER		1		PROTIX	×
						~
	Ba	tch 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:

OK to Update Stock?	YES
	NO

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:

				Print	t Setup			×
]	Pr	rinter			
				N	Name:		•	Properties
				S	Status:	Ready		
Print Report)				Xerox Phaser 3250		
Print Report				V	Where:	USB004		
Output to:	O Screen			C	Comment:			
	 Printer 			⊢ Pa	aper		Orientatio	n
	O File			s	Size:	A4 💌		Portrait
	O Receipt Printer			s	Source:	Auto Select	A	C Landscape
<u>S</u> etup	Print × Cancel				Help	Network	ОК	Cancel

Figure 12: Print Report

Figure 13: Select print Setup

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

Name :						
	<u>Se</u>	ent <u>Tr</u>	ansport		Received	l
				quantity	1	
dition : 5						
0C7740	DH	The Souls I - Chocolate - Topa	z		1	3600.00
tock Code / upplier Code arcode / Man. Ref.		Stock Name		Matrix Code	Quantity	Sell Price
Unit C		New Bond Street				
rom		То				
Ref :		Date: 22 JAN 13				
Transfer Note Delivery Address				Transfer Number 37		
				Printed: 22 Janua	ry 14:50	

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

Stock Movements	<u>P</u> urchasing		Sales	<u>M</u> anagement	<u>W</u> orkshop
Goods Receiving	9	F		Goods In / Retu	Jrn
Stock Adjustme	nts	Þ		Goods In / Invo	oice
Transfers		⊧ ľ			
Stock Takes		Þ	L		
Picking			L .		
Returns Manage	ement		L .		
Demand Manag	jement				

Figure 15: Goods In/Return selection.

The below window will open:

Purchase Order	• Beg	ins with 🔹	Del note no.		Supplier		Goods in
		Q		22 JAN 13			
Order Number	Supplier	Date Ordered	Description				
			Stock code			N.	
			Location	MAIN	<u>o</u>	R 🗹 Update stock cost price	
			Edition				
Current branch	O All branches	<u>></u>	Quantity Total value	0 00	Reg date	SSP 0.00 Sales Prices	
Stock Code	Description			Cost Matrix	Supplier Stock Reference		
							*
(

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:

Purchase Order	•
Stock	*
Supplier	
Category	
Stock Description	
Expected Returns	
Purchase Order	
Purchase Order (stock code)	
Purchase Order (supplier code)	
Purchase Order/Job	
Branch Transfer	\mathbf{T}

Figure 17: Branch Transfer selection.

This will then populate the transfers in the section below:

Date	Branch From	
16 JAN 13	WB01	-
16 JAN 13	BS01	
		-
	•	Г
All branches		$\overline{}$
	16 JAN 13 16 JAN 13	16 JAN 13 WB01 16 JAN 13 BS01

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	
DC7740	The Souls I - Chocolate - Topaz - Three	1	10.00			1		A 1
								_
	1				1	1	I I	
1	Batch quantity							

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:

OK to Update Stock?	YES
	NO

Figure 20: Update Stock prompt.

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

ustomer Cook on Home Tel. 7518562206 Work Tel. 0 (7519 850 5206					PO Number Suppler Ref. Matrix Code Location MAIN	Sup. Code Qty R Batch qty	eceived 1
E-mail cootistrendan@hotr							
customer Cook on	_		Name				
	Home Tel. 7518505206 Went Tel. 7518505206 Email coolsecrendun@hot Email coolsecrendun@hot A Order 10011777 Branch H501 Salesman <u>Ratrix Code</u> Three Colsur Fol Block - Print	Average Tools and the second and t	Been and 2018/00/2008 Fax E-mail: coolesciented might phrasit.com 30 Order 10011777 Bearch H001 Selemana MARTER Matrix Code Geaunity Three Colour Fail BlockPrint 1 sustomer Cook on	ustomer Cook on Wome Tel. 751800206 Wei Part 251800206 Jac 2000 La 2000 La 2000 La 2000 La 2000 La 200 La 200 La 2000 La 2000 La 2000 La 2000 La 200 L	Ween Fel. 751826006 Ween Fel. 7518263006 Fax E-mail: collisierendue@hotmail.com Strefer 100117777 Branch H021 Salesman MASTER Matrix Code Matrix Code Quantity Three Colear Foil Block - Print 1	ustomer Cook on Weine Tei, 751800206 But 14 PO Number Street 100/1777 Branch H00/1 Salesman MATER Inter Coleur Foil Bicks - Print 1	ustomer Cook on Wome Teil, 751800000 New York 157800000 New York 157800000 New York 1578000000 New York 15780000000 New York 15780000000 New York 15780000000 New York 157800000000 New York 157800000000000 New York 1578000000000000000000000000000000000000

Step 13: Print Labels for items.

Figure 22: Transfer Received Note

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

Do you wish to print labels for the <u></u> items?	Yes
~	No

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:



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 reconcilliation 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 reconcilliation window.

Step 15: Navigation to Sparkstone Goods In Transit Window

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

S <u>t</u> ock Movements	<u>P</u> urchasing	Sa	les <u>M</u> anagement	<u>W</u> orkshop	System <u>C</u> o
Goods Receiving Stock Adjustme		-			
Transfers	•	·	Internal location	on transfer	
Stock Takes	•	·	Inter branch tr	ansfer	
Picking			Goods in Trans	sit Reconciliatio	on
Returns Manage	ement	T			
Demand Manag	jement				

Figure 25: Goods In Transit Reconciliation.

The following window will open:

Show a		_				17 JAN 13					ill see	udt in the item(s) being		-
								positive difference (items left e the item(s) being transferred					t location	
ansfer No.	Transfer Ref.	Site From	Date Sent	Site To	Date Rec	Stock Code	Matrix	Stock Name	Sent	Rec	Diff	Action		-
Proces	35												Back	



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'.

Action • None
• Original
• Receiving

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 reconcilliation window.