MultiStore
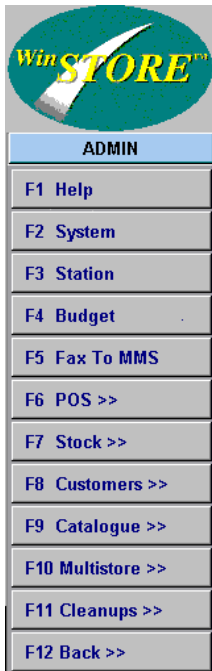
MultiStore operation allows transfer of data between stores to give stock look up functionality. Stock may then be transferred between stores to fulfill stock and customer order requirements. Simple Stock Transfer look up allows each store to track incoming, outgoing and stock in transit.
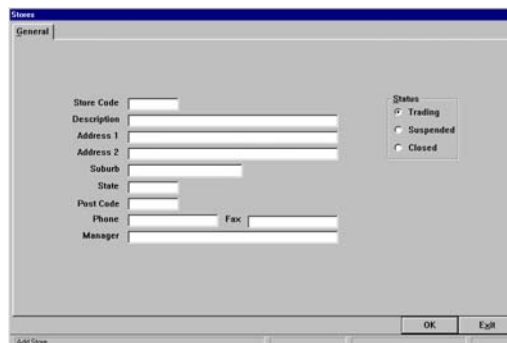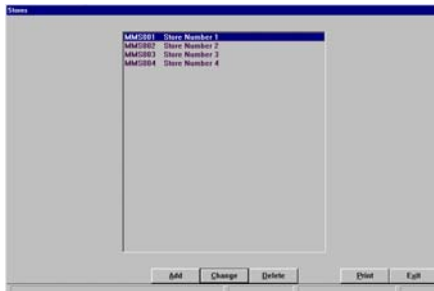
Set Up - Store Details

From the Main Menu, Alt A to Admin, F10 to Multistore.

F1 Help - On-line Help

F2 Store Details - Set up store information

F3 Stock Report - Not available in this release.

F4 File Check - Maintenance - Check with helpdesk.

F5 Resend File - To resend missing file.

F6 Takeup Stock - Not available in this release.

Select F2 Store Details to input information for each store.

Input Store Details.

The store code must be the correct 6 character code as found in Admin-System-ID at each store. All other details as required. Your own store may be, but does not need to be entered. If your own store is listed, it will appear in the stock lookup..

Set Up - Operator Access

Each Operator in each store must be given the appropriate access for multistore functions. From the Main Menu, select Alt A Admin, F6 POS, F2 Operators. For each operator, select Alt C Change then Alt A Access.

The last two options will affect multistore functions. Set Store Transfers to Yes to enable this operator to initiate transfers for their own store. Set Chain Transfers to Yes to enable this operator to initiate transfers for any store.

Stock Enquiry

Each store has the ability to check the stock on hand quantity at any other store. A stock enquiry may be done from Stock Browse, Catalogue Enquiry or Place Orders. From any of these screens, highlight the required stock item and press the tilde (~) key.

Initiate Transfer

To initiate the transfer of stock from another store, select Alt T Transfer from the stock enquiry.

Check the details on the confirmation window and select either Stock or Customer. If stock, no other action is necessary, if customer, proceed as with normal customer order.

Transfer Enquiry

On a regular basis, each store must check their transfer requests and respond accordingly. From the Main Menu, select Alt S Stock, F10 Transfers.

The Outgoing tab will list all transfers that other stores have requested from your store. The Incoming tab will list all transfers that your store has requested. The All Stores tab will list all current transfers between all stores. As in Place & Receive Orders, stock items will show in black, customer orders in blue.

Available Actions:

View

Alt V View will display the full stock item details (from your store), on a stock item, or the customer account details on a customer order. This action will have no affect on a customer order on the Outgoing tab as the customer details are held at the requesting store.

Report

Available only on Outgoing, select Alt R Report to print a transfer request report.

Details

Select Alt D Details to show the current status of each item line.

Show All

Select Show All to view all completed transfers.

Exit

Select Alt X to exit the transfer requests

The All Stores tab will only be accessible to an operator with access for Chain Transfers.

After viewing or printing the outgoing transfer requests, the items must be found and a Transfer Out completed. A separate transaction for each store is required.

Steps:

1.   Input a valid Operator ID.

2.   Select Alt S Stock then F8 Transfer Out.

3.   Select the store that you are transferring the item(s) to.

4.   All items requested by selected store will display.

5.   Scan or input the item(s) using any of the normal input methods. (you can also use the keyboard to arrow up and down and enter the quantity)
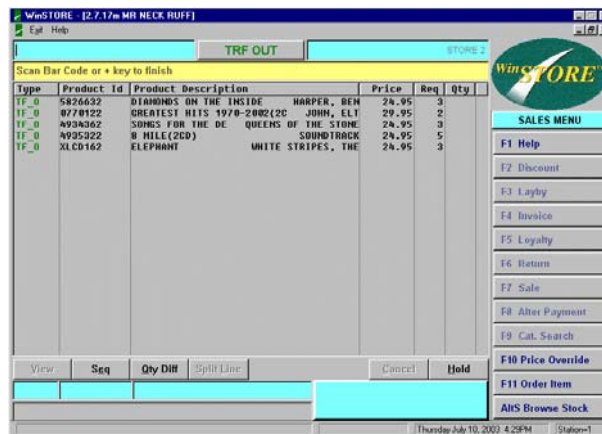
6.   All lines must be actioned with available options, i.e. confirm quantity, cancel or hold. (Cancel or Hold will require input of reasons).

7.   Other available actions - F10 Price Override to alter the cost, View to directly view the stock item details, Seq. to change display list sequence, .Qty Diff. to highlight unactioned lines, Split Line to transfer a lesser quantity. Escape will give option to reset all line status' or exit.

8.   Subtotal (press the + key on the numeric pad) to finalise the transaction.

9.   Confirm total number of units. (Optional)

10. Confirm total number of cartons or packages. (Optional)

11. Input reference number. (Optional)

When stock arrives from another store, a Transfer In must be completed. A separate transaction for each store is required. Any customer orders received will automatically update the customer account and print the order received dockets as required.

Steps

1. Input a valid Operator ID.

2. Select Alt S Stock then F7 Transfer In.

3. Select the store that you are transferring the item(s) from.

4. All items requested from selected store will display.

5. Scan or input the item(s) using any of the normal input methods. (you can also use the keyboard to arrow up and down and enter the quantity)


6. All lines must be actioned with available options, i.e. confirm quantity, Transfer to request again if not supplied, Order to move to Place Orders if not supplied, Cancel if not supplied and no longer required, Hold if still to come.

7. Other available actions - F10 Price Override to alter the cost, View to directly view the stock item details or Customer details, Seq. to change display list sequence, .Qty Diff. to highlight unactioned lines, Split Line to receive a lesser quantity. Escape will give option to reset all line status' or exit.

8. Subtotal (press the + key on the numeric pad) to finalise the transaction.

9. Confirm total number of units (optional).
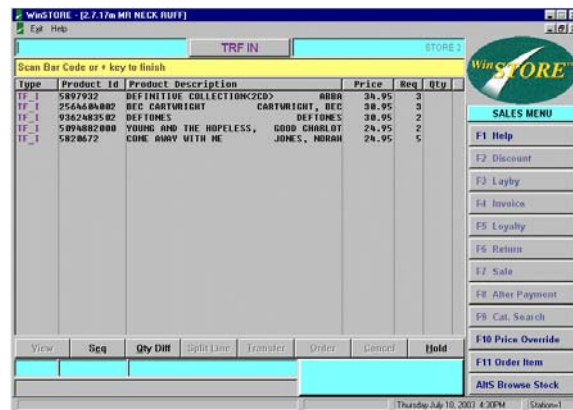
General Notes.

If transferring In or Out an item(s) that has not been requested and therefore not appearing on the screen already, these may be added by simply entering in the usual manner (barcode, cat. number etc).

If an item being transferred in is not an existing stock item in the receiving store, the add stock process will initiate, as in Receive Orders, when confirming the quantity or scanning that item.