

## How to Guide Un-Archive a Stock Item

MRJ Consultants 37 Weavind Ave, Eldoraigne, Centurion, 0157 Tel: (012) 654 0300 Mail: helpdesk@mrj.co.za



## How Un-Archive a Stock item

- 1. Log into Genesis Menu
- 2. Open Stock Control from the main menu



3. Select Master Files

👸 Stock Contro	I Module		
Kansactions	Master Files	🟦 Enquiries 🛛 Utilities 🛛 🖂 Exit	
3			
Company	SIMUL	Branch SIMUL	

4. Select Archive Stock Master from the Drop-Down menu

😵 Stock Control Modu	ule		
K Transactions	ABC	Master Files 👫 Enquiries 救 Utilities 🔯 Exit	
🕲 💽 🛔	1	Stock Master	
Company	>	Other Masters BOTTLE LIQUOR SIMULATION Branch SIMUL	-
		Category Maintenance	1
	<b>5</b> 0×	Promotions	
	<b>1</b>	Archive Stock Master	
		Split Codes	
	2	BOM - Recipes	
	1	Category Detail	

5. Select the stock item from the grid that you wish to Un-Archive and press **Enter** on your keyboard or click on **View Details** under the Options menu.

ARCHIVE St	ock Master															
RockCode	Description1	Selling Excl. Se	lling Incl. BarCode	Supplier	DeptCode	LastCostExc	LastCostIncl	AvgCostExcl A	vgCostinci B	uyCostExcl B	SuyCostIncl Variant	SuppCode	Category 00	Category 01	Category 02	
8604	Liq Onhand Amstel Lite 660ML	0.00	0.00	HEK001		6.83	7.79	6.83	7.79	6.83	7.79					🃲 📴 Options 🛛 🖈
9387	jong Yong Donis Pesk 201	868.70	999.00	S48001	SERVICE	0.00	0.00	0.00	0.00	0.00	0.00		SERVICE	DEPOSIT		the Detail t
		- <b>M</b> - 4 -														
S1K190	ARCHIVE Stoc	x Master														

6. Press **F5** or click on **Function Menu** on the right-hand side

Stock Control : Stock Mast	er Maintenance							
Stock Code 59387		Description #1	Dep Keg Dev	ils Peak 30Lt				
Stock Type E - Empties	•	Description #2						• Options *
*Status X - Archived	•	Pack Size	1X 1X 1S	<u>(</u>	2	Units/Pack	1	Update
Main Details 27 Categ	ories / Types 🛛 👹 Prope	erties / Indicators 🛛 💱	Notes & De	scriptions	lling	) Prices		
🚰 Header Data					-1			Functions *
Department SERVICE	Service					Onhand Main W/H	0	Euroption Menu
Sub-Dept. DEPOSIT	0 Deposit					Onhand (All W/H)	0	Tunedon Mena
Supplier SAB001	SOUTH AFRICA	N BREWERIES (SAB)				Sales Orders	0	
Buyer -						on Laybye	0	
			Pack Si	zes				
VALCODE S STANDAR	DRATE   15	Linite/Case	1	Costs		Purchase Orders	0	
Barcode K3		Units/Palette	- 1	0.00		NETT Available	0	
Supplier Code		Singles	- 1	0.00				
Scale Item Type N - Non-S	cale Item		-	0.00		Awaiting Dispatch	0	
Scale Price/Kg N - Non S	cale Item	Sell by 0	Days Sh	nelf Life 0 Days	1	NETT On Floor	0	
						Damaged	0	
Description	1	PR.Code Ex	cl.	Incl Min.Buy		Minimum Level	0	
Default Price		1.00 868.	70 99	99.00 1.00		Maximum Level	0	
						Number of Variants	)	
						Belongs to Kits.	1 🔼	
Stock Co	ntrol Module : Stock Ma	aster Maintenance					TEW ONLY	

7. Click on Utilities

C Stock Control : Stock Master Maintenance					
Stock Code 59387	Description #1	Den Ken Devils Peak 301 t			Function Menu
Stack Tupe E. Employ	Description #2	Dep neg bevila i cur ober			🗁 🚞 🚯 E5
stock type E - Employs					> Transactions
*Status X - Archived	Pack Size	1X1X1S			> 🛅 Balances
Main Details Categories / Types 🔐 Pro	> im Item Stats				
🕎 Header Data					> Alternate Codes
					> in Orders
Department SERVICE Service			Onhand Ma	in W/H 0	KIT Structure
Sub-Dept. DEPOSIT Of Deposit			Onhand (Al	IW/H) 0	Split Codes
Supplier SAB001 SOUTH AFRI	CAN BREWERIES (SAB)		Sales	Orders 0	- 🛅 Amendment Audit
Buyer -			on	Laybye 0	Undate Branch Data
		Pack Sizes			- 🛅 Item Image
VALCODE S STANDARD RATE 15	Linite/Case	Costs	Purchase	Orders 0	- Bin Locations
Barcode K3	Linita/Calatta	1 0.00	NETT AV	ailabla 0	Update Supplier List Price
Supplier Code	Onits/Palette	1 0.00			
Scale Item Type N - Non-Scale Item	▼ Singles	1 0.00	Awaiting D	Dispatch 0	
Scale Price/Kg N - Non Scale Item		Davia Chalfilifa O Davia	NETT C	On Floor 0	
	Sell by 0	Days Shelf Life U Days			
	nn c I				
Description	1.00 868.	CI. Incl Min.Buy	Minimu	m Level 0	
beidarme	1.00 0001	100	Maximu	m Level 0	
					-
			Number of V	/ariants 0	
			Belongs	to Kits. 1	
VIETKIIDTHIVE St. Stock Control Module - Stock	Master Maintenance				
Tankada III good plock control Plotale . Stock	ruster runttenditte				

## 8. Click on **Un-Archive Item**

Stock Code 59387	Description #1	Dep Keg Devils	Peak 30Lt				~ ~	(77) ···
Stock Type E - Empties	Description #2							F5 Close
*Status X - Archived	Pack Size	1X 1X 1S	C		Units/Pack	1	> 🧰 Trar > 🚞 Bala	nsactions ances
🖥 Main Details 🔪 🕎 Categories / Types 🛛 👹 Prope	rties / Indicators 🛛 💱	Notes & Des	criptions 🔐 Sell	ing Prices			> 🧰 Iten	n Stats Is & Promotions
弾 Header Data							> 🚞 Alte	rnate Codes
Department SERVICE Service				Onhand Mai	n W/H	0		ties
Sub-Dept. DEPOSIT @ Deposit				Onhand (Al	w/н)	0		Copy Item Delete/Archive Item
Supplier SAB001 SOUTH AFRICAN	N BREWERIES (SAB)			Sales	Orders	0		Verify PINS
Buyer -				on I	.aybye	0		Range to Online Bran
VAT Code S STANDARD RATE 15	<b>_</b>	Pack Size	Costs	1			🗀 KIT	Structure
Barcode K3	Units/Case	1	0.00	Purchase	Orders	0	🛅 Ame	endment Audit
Supplier Code	Units/Palette	1	0.00	NETT Ava	ilable	0	🛅 Onh	and : All Branches
Scale Item Type N - Non-Scale Item	Singles	1	0.00	Awaiting D	spatch	0	- 🚞 Iten	n Image
Scale Price/Kg N - Non Scale Item	Sell by 0	Davs She	If Life 0 Days	NETT O	n Floor	0	- 🔁 Iten	n Serial Numbers
				Da	maged	0	🚞 Upd	ate Supplier List Price
Description P	R.Code Ex	d. 1	Incl Min.Buy	Minimur	n Level	0		
Default Price	1.00 868	70 999	9.00 1.00	Maximur	n Level	0		
				Number of V	ariants 0	<u>A</u>		
				Belongs	to Kits. 1	<u> </u>		

9. Press F10 on your keyboard or click on Restore under the Options Menu

👸 Un-Archive (R	estore) a Stock Item	
	Un-Archive (Restore) a Stock Item	Options *
Stock Code Description #1 Description #2 Stock Type	59387   Dep Keg Devils Peak 30Lt   E - Empties   No.of Txans Found   3	File Restore
	[ Child Items ]	
Link Code	Description Units/Pack Pack Size	
STK133 Sto	ock Control : Un-Archive (Restore) a Stock Item	] 

## 10. Press **Y** on your keyboard or click the **Yes** button.



11. Press Enter on your keyboard or click the Close button



And that concludes the User Guide 🤒