

## How to Archive a Stock Item

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1. **Open** Genesis Menu.



2. Type User code and Password.

GENESIS : Main Menu		
Select Company CASH 8	& CARRY SIMULATION	T
	User Code Password	
GENESIS	🔞 <u>C</u> ancel	ok 🎯
CMN999 GEN	ESIS : Main Menu	Version : 11.19.41

3. Open **Stock Control** from the Main menu.

👸 GENESIS : Main Manu													
		-											
	-	<b>\$6</b>	-		Ţ	M	*		$\times$		X	<b>B</b> ù	
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Offi	ce General Ledger	System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33		User: JOANA	Vers	sion : 9.32.31	Period :	202011	Database : GE	NESIS-SIMULATIO	N			

4. In Master file then Stock Master.



5. When the stock master opens select the item you wish to archive. For this example we are using stock item 10000020.

🙄 Stock Control : Stock Master Browse 📃 💷 📼								
StockCode	Description1	Onhand	Selling Excl.	Selling Incl.	BarCode	Supplier	DeptC 📤	-
10001	11 O'CLOCK ROOIBOS TEA 160S	153	0.00	0.00	Í	NAT003	HOTBE	Options 🛠
10002	11 O'CLOCK ROOIBOS TEA 20S	5 122	0.00	0.00		NAT003	HOTBE	
10003	11 O'CLOCK ROOIBOS T	17	0.00	0.00		NAT003	HOTBE	Ins Add Item
10004	11 O'CLOCK ROOIB	-250	0.00	0.00		NAT003	HOTBE	View / Update
1000010	12352 (1X1)	0	0.00	0.00	12352		BAKAII	
1000020	333 (1X1)	0	0.00	0.00		1CC001	BABY	Est Exit
23301	4SHO BUCKET JUICE 5L PEACH&APRICOT	-1	0.00	0.00		ZIG002	CLDBE\	-
24375	4SHO JUICE 1L PEACH	-2	0.00	0.00		ZIG002	CLDBE)	📉 Search 🛛 🛠
36813	5 STAR MAIZE 12.5KG SPECIAL (1X1)	39	56.00	56.00	16002860140251	RUT001	GROCE	
48449	5 STAR MAIZE 1KG	-107	0.00	0.00		RUT001	GROCE	Stock Code
44473	7 UP LEMON 330ML	-24	0.00	0.00		TBC001	CLDBE)	Description
15701	7 UP LEMON 600ML	0	0.00	0.00		TBC001	CLDBE)	🐻 Generic Desc.
24769	7 UP LEMONADE 2LT ZERO	0	0.00	0.00		TBC001	CLDBE)	
10016	7 UP LEMONADE 440ML	0	0.00	0.00		TBC001	CLDBE)	
25141	7 UP REGULAR 2LT	0	0.00	0.00		TBC001	CLDBE\	Barcode
28075	A TEAM DOG FOOD BEEF 8KG (1X1)	-1	78.94	89.99	6002531003868	BRE002	PETPR(	Alt.Barcode
28197	AADIL A4 COMBI PACKS	-1	8.69	9.99	6007798000520	AAD001	STATIC	E Suppliers Code
28172	AADIL POLY ROLLS 1.5MTX450MM	0	0.00	0.00		AAD001	STATIC	
19190	ABI MIXED 1.25LT COLDRINKS (FULL CRATE)	-1	122.43	140.80	1.5LTMIX	ABI001	CLDBE)	Supplier Acc.
11173	ABSOLUT VODKA 750ML 100	0	0.00	0.00		GPE001	LIQUO	F8 Variant
12005	ABSOLUT VODKA 750ML CHERRYKRAN	0	0.00	0.00		GPE001	LIQUO	F9 Categories
12004	ABSOLUT VODKA 750ML CHERRYS	0	0.00	0.00		GPE001	LIQUOI	
12006	ABSOLUT VODKA 750ML CITRON	0	0.00	0.00		GPE001	LIQUOI	
12007	ABSOLUT VODKA 750ML ELYX	0	0.00	0.00		GPE001	LIQUOI	
12356	ABSOLUT VODKA 750ML ELYX BOX	0	0.00	0.00		GPE001	LIQUOI 🔻	
							Right Click on Grid for	
Parent Items Restricted/Hold Item Kit Item [ Ctrl-K ] Empties Item						Shortcut Menu		
STK100 決 Stock Master Maintenance 🔅 Records Displayed : 5000 🌾 Standa						rd View		

 Once opened on the right hand side of the tab there will be a function option, select this then a drop down will appear where you can then select the utilities dropdown option.

🞖 Stock Control : Stock Master Maintenance			- • •
Stock Code 1000010 Description	#1 12352		Function Menu
Stock Type N - Normal Stock Item	#2 12352		🗁 🚞 1 🚺 Close
*Status A - Active Pack S	ize 1X1X1S	Units/Pack 1	> 🚞 Transactions > 🛅 Balances
Main Details Trategories/Types Properties/Indicat	ors 📲 Notes & Descriptions		> in Item Stats
🦉 Header Data			> Alternate Co
		Onlyin W/H	> Orders, & Dispat
Sub-Dept			Copy Item
Supplier			
Buver		Sales Orders 0	Un-Archive Item
	Book Sizes	- on Laybye 0	Range to Online Brar
VAT Code S STANDARD RATE 15		Purchase Orders	Split Codes
Barcode 12352 Units/Ca	ise 1		Amendment Audit
Supplier Code 12352 Units/Pale	tte 1	NETT Available 0	Update Branch Data
Scale Item Type N - Non-Scale Item	les 1	Awaiting Dispatch 0	Item Image
Scale Price/Kg N - Non Scale Item		NETT On Floor 0	Bin Locations
Sell by	0 Days Shelf Life 0 Days	Damaged 0	Update Supplier List Price
Description DD Code	Evel Incl Date/Sale		Associated Items
Description	EXC. Inc Rate/Sale	Onhand (OTB) 0.00	
		Min/Max Level 0 0	
		Number of Variants 0	
		Belongs to Kits, 0	
			< >
STK101 🎇 Stock Control Module : Stock Master Maintenand	æ	VIEW ONLY	

7. Under the utilities you can now select the Delete/Archive Item option.



8. Here we can see that there are no transactions for this item thus it will permanently be deleted.

🕃 Stock Control :	Delete/Archive	e Stock Item				_		×
NO Transac	E10 DI	ptions ELETE	*					
Stock Code	1000010		Stock Type	N - Normal Sto	ock Item	ESC EX	at	
Description #1	12352					<b>.</b>		
Description #2	12352					<b>X</b> U	tilities	*
Onhand	0		No.o	f Txans Found	0	F5 Vi	ew Kits	
Active Kit Lines	0		No.of Quotes	/Orders Found	0			]
			No.of L	aybyes Found	0			
		[Cł	nild Items ]					
Link Code	Descripti	on		Units/Pack	Pack Size			
STK131 0	Press [F10] to I	DELETE				_		

9. If there are transactions for this item it will be archived. The item will alos need to have a 0 onhand to be able to archive. If there is an onhand but will not be solde then a stock adjustment will have to be done for the onhand to be set to 0.