

## How to Guide Range a Stock Item from Global

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## How to Range a Stock Item from Global

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

🐮 GENESIS	: Main enu												
	4	8	-		5	M	st.		×		X	<b>B</b> ì	
Till Module	Stock Control	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Offic	ce General Ledger	System Utilites	Empties Return	FIX	Setup	
2020/11/05	10:43:33		User : JOANA	Ver	sion : 9.32.31	Period :	202011	Database : GEN	ESIS-SIMULATIO	ON			

3. Select **Enquiries** from the main menu

🞖 Stock Control	Module	Ļ					
Kansactions	Master Files	Enquiries	🔹 Utilities 🛛 📔	S Exit			
3		<b>≜</b> 2↓ A ■			3	0 🚯 🔁	
Company	SIMUL	BLUE BOT	TLE LIQUOR SIMU	ATION	Branch	SIMUL	

4. Select Global: Item Enquiry (IC-Stores) from the drop-down menu

🖉 Stock Control M	lodule			
Kan Transactions	Master Files	孡	Enquiries 🔯 Utilities 🖾 Exit	
		<u>50×</u>	Stock Master	
Company	SIMUL		Branch SIMUL	
		0	Global : Item Enquiry (IC-Stores)	
		3	Global : Bulk Ranging	

- 5. Scan or capture the barcode.
- 6. You may also search with the item description by capturing the description in the **Scan Barcode** field. Press **F2** on your Keyboard or click on **Search by Description**.

🕃 GLOBAL : Stock I	Aaster Enquiry						
Scan Barcode	Search by D	es		* (	GLOB/	AL SEARCH *	Options *
Stock Code	Link Code		Stock Type				
Description #1			Status				
Description #2			VAT Code		-		
Department			Suppliers Code				
Sub-Department			Pack Size				
Supplier			Units/Pack	1			
Category 0			Packs/Case	1			
Category 1			Cases/Palette	1			
Category 2			Singles	1			
Category 3			Price Excl.	0.00			
Category 4			Price Ind.	0.00			
- Cost Prices 1-	Parent/Child Iten	ns	1				
[ cost nees ]	Link Code	Descri	ption		Units	Pack Size	
Last Cost Excl.	0.00 Ind. 0.00						
Avg.Cost Excl.	0.00 Ind. 0.00						
Buying Cost Excl.	0.00 Ind. 0.00 <					>	
STK401	GLOBA	AL : Stoc	k Master Enquiry	& Ranging			

7. Select the stock item from the grid and press **Enter** on your keyboard or click on **Select** under the Option Menu. You can also search for the stock item by using the functions under the Search Menu.

👸 GLOBAL : S	_	. 🗆	×						
Stock Code	Link Code	Description #1	Sell.Excl	Sell.Incl	BarCode	Suppliers Code			
10029		Drumshanbo Gun Irish Gin 500Ml	R0.00	R0.00				Options	; *
14730		Drumshanbo Gunpowder Irish Gin 500ml	R0.00	R0.00					4
14733		Drumshanbo Gunpowder irish Gin 750ml	R0.00	R0.00			- E	Select	
20609		Toxic Waste Nuclear Fusion Drum 42g	R0.00	R0.00		TW-89414	Esc	Exit	
20616		Toxic Waste Sour Candy Limited Edition Drum 48g	R0.00	R0.00		TW-86412			
20619		Toxic Waste Sour Candy Yellow Drum 48g	R0.00	R0.00		TW-87410			
63305		Drum 50G Original	R0.00	R0.00				Search	*
63306		Drum 50G Bright Blue	R0.00	R0.00				-	
68054		Drummond Blended Scotch Whisky 750ml	R0.00	R0.00				Stock Cod	ie 🔪
							F5 F6 87	Barcode Suppliers Restore G	Code Grid
GEN011		GLOB/	AL : Stock Mast	er Selection					

8. Select the stock item from the grid and press **Enter** on your keyboard or click on **Select Item** under the Option Menu

👸 GLOBA	- 🗆 X				
Stock Coo	de 14730	Des	cription Drumshanbo Gunpowder Irish Gin 500ml		Options 🛠
Status	StockCode	LinkCode	Description1	Units BarCode	🖌 🛃 Select Item
Active	14730	14730-006	Drumshanbo Gunpowder Irish Gin 500ml X6	6 050604341	Esc Exit
Active	14730	14730-001	Drumshanbo Gunpowder Irish Gin 500ml	1 506043413	30
GEN013	GLOBAL Stock	Master : Linked I	tem : Selection		

9. Press F5 on your keyboard or click on Range Item under the Function Menu

GLOBAL : Stock	Master Enquiry										
Scan Barcode	6005575002446		F2 Search by I	Description			* GL	OB/	AL SEARCH	*	Options *
Stock Code	10186	Link Code	10186-001		0. I.T.			_	1		Esc Exit
Description #1	Ladysmith 8Yr Brandy 750M	1	L		Stock Type	C - Child Item	1	4			32
Description #2					VAT Code	A		-			Functions ×
Department					Suppliers Code	3 - 13 /6		-			🚯 Range Item
Sub-Department					Pack Size	1X1X750M		-			<b>`</b>
Supplier	F002 - FLARE BEVERAGES				Units/Pack	1	1				
Category 0					Packs/Case	1	1				
Category 1					Cases/Palette	1	1				
Category 2					Singles	1	1				
Category 2					Price Excl.		0.00				
Catagory 4					Price Incl.		0.00				
Category 4			Deve to (child the								
-[Cost Prices]-			Link Code	Descrip	tion		U	nits	Pack Size		
Last Cost Exd.	. 404.85 Incl.	465.58	10186-001	Ladysmit	th 8Yr Brandy 750	и	1		1X1X750ML		
Avg.Cost Exd.	. 404.85 Ind.	465,58									
Buying Cost Excl.	. 404.85 Ind.	465.58	<							>	
STK401			GLOE	BAL : Stock	Master Enquiry	& Ranging		_			

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



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



12. Press Esc on your keyboard or click on Exit under the Option menu. The item will take a few minutes to range to the store.

🞖 GLOBAL : Stock Master Enquiry										- • ×
Scan Barcode 600557500244	6	F2 Search by Des	criptior			* G	LOB/	AL SEARCH	*	Options 🛠
Stock Code 10186	Link Code	10186-001		Stock Type	C - Child Item		_			
Description #1 Ladysmith 8Yr Bran	dy 750Ml			Status	A					Functions *
Description #2				VAT Code	S - 15 %					
Department				Suppliers Code						Range Item
Sub-Department				Pack Size	1X1X750ML					
Supplier F002 - FLARE BEVER	RAGES			Units/Pack	1	]				
Category 0				Packs/Case	1	]				
Category 1				Cases/Palette	1	]				
Category 2				Singles	1	]				
Category 3				Price Excl.		0.00				
Category 4				Price Incl.		0.00				
-[ Cost Prices ]		Parent/Child Items								
[costructs]		Link Code	Descri	ption			Units	Pack Size		
Last Cost Excl. 404.85	nd. 465.58	10186-001	Ladysmi	th 8Yr Brandy 750	Mİ		1	1X1X750ML		
Avg.Cost Excl. 404.85	nd. 465.58									
Buying Cost Excl. 404.85	nd. 465.58	<							>	
STK401		GLOBAL	: Stoc	c Master Enquiry	y & Ranging					

