



How to Guide Un-Archive a Stock Item

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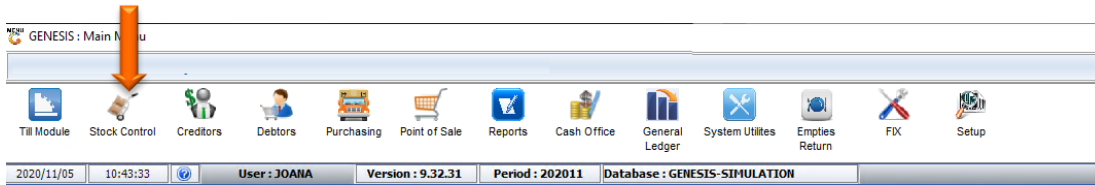
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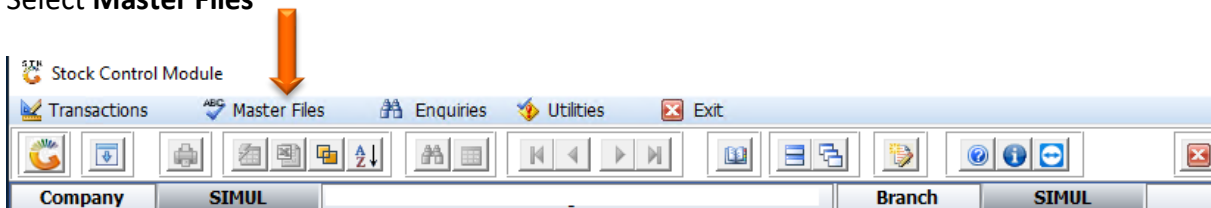


How Un-Archive a Stock item

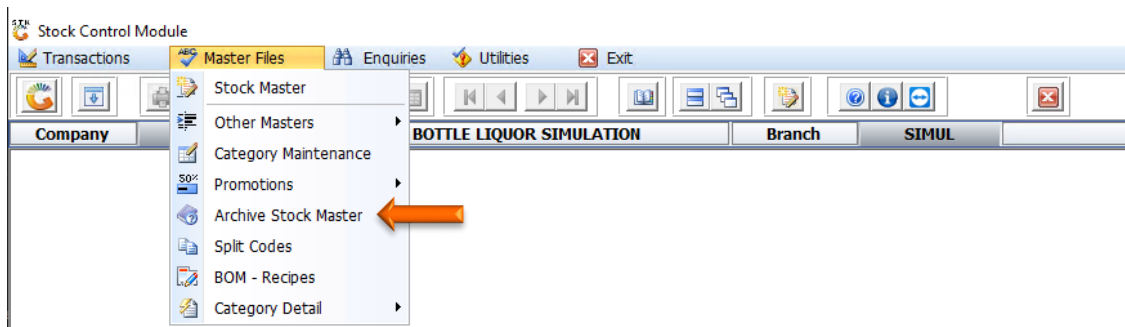
1. Log into Genesis Menu
2. Open **Stock Control** from the main menu



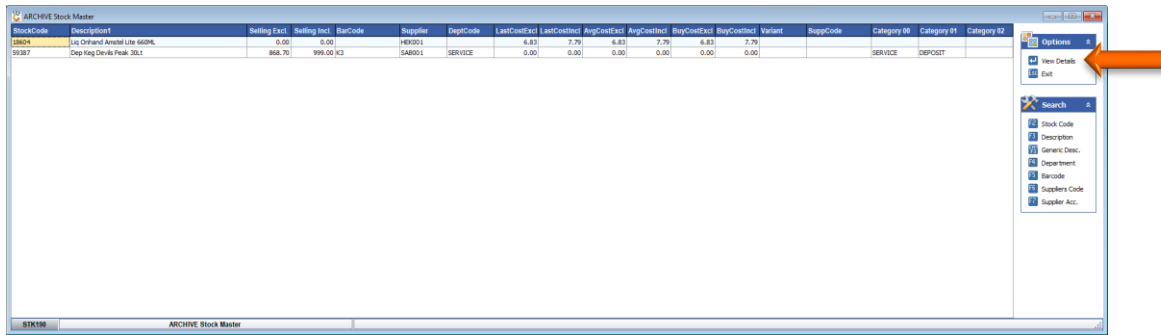
3. Select **Master Files**



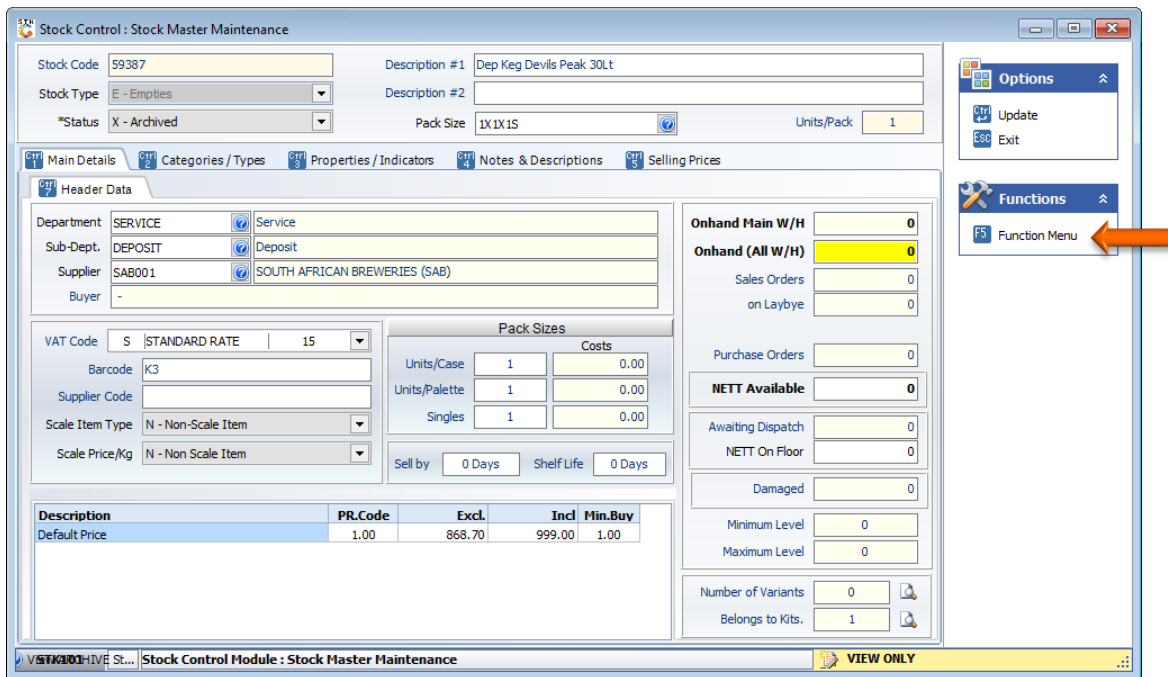
4. Select **Archive Stock Master** from the Drop-Down menu



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.



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



7. Click on **Utilities**

Stock Control : Stock Master Maintenance

Stock Code: 59387 Description #1: Dep Keg Devils Peak 30Lt
 Stock Type: E - Empties Description #2:
 *Status: X - Archived Pack Size: 1X1X1S Units/Pack: 1

Main Details Categories / Types Properties / Indicators Notes & Descriptions Selling Prices

Header Data

Department: SERVICE Service
 Sub-Dept: DEPOSIT Deposit
 Supplier: SAB001 SOUTH AFRICAN BREWERIES (SAB)
 Buyer: -

VAT Code: S STANDARD RATE 15
 Barcode: K3
 Supplier Code:
 Scale Item Type: N - Non-Scale Item
 Scale Price/Kg: N - Non Scale Item

Pack Sizes

	Units/Case	Costs
Units/Case	1	0.00
Units/Palette	1	0.00
Singles	1	0.00

Sell by: 0 Days Shelf Life: 0 Days

Description	PR.Code	Excl.	Incl.	Min.Buy
Default Price	1.00	868.70	999.00	1.00

Onhand Main W/H: 0
 Onhand (All W/H): 0
 Sales Orders: 0
 on Laybye: 0
 Purchase Orders: 0
 NETT Available: 0
 Awaiting Dispatch: 0
 NETT On Floor: 0
 Damaged: 0
 Minimum Level: 0
 Maximum Level: 0
 Number of Variants: 0
 Belongs to Kits: 1

Function Menu

- Transactions
- Balances
- Item Stats
- Deals & Promotions
- Alternate Codes
- Orders
- Utilities
- KIT Structure
- Split Codes
- Amendment Audit
- Onhand : All Branches
- Update Branch Data
- Item Image
- Bin Locations
- Item Serial Numbers
- Update Supplier List Price

VIEW ONLY

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

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VIEW ONLY

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

Un-Archive (Restore) a Stock Item

Stock Code: 59387

Description #1: Dep Keg Devils Peak 30Lt

Description #2:

Stock Type: E - Empties No. of Txns Found: 3

[Child Items]

Link Code	Description	Units/Pack	Pack Size

Options: F10 Restore, Esc Exit

STK133 Stock Control : Un-Archive (Restore) a Stock Item

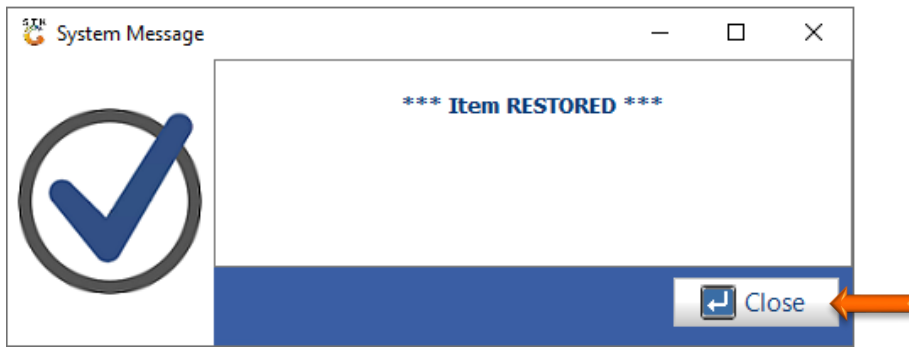
10. Press **Y** on your keyboard or click the **Yes** button.

System Prompt

Delete/Archive Items

N No Y Yes

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



And that concludes the User Guide 😊