



GENESIS

How to Archive/Unarchive a Stock Item

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1. **Open** Genesis Menu.






2. Type **User code** and **Password**.

GENESIS : Main Menu

Select Company CASH & CARRY SIMULATION

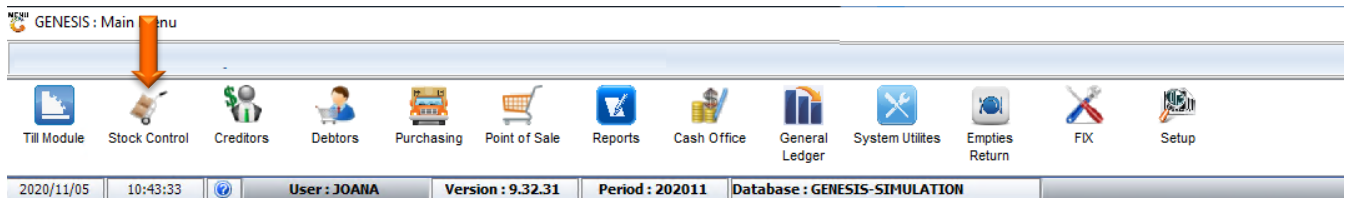
 **User Code** 

Password 

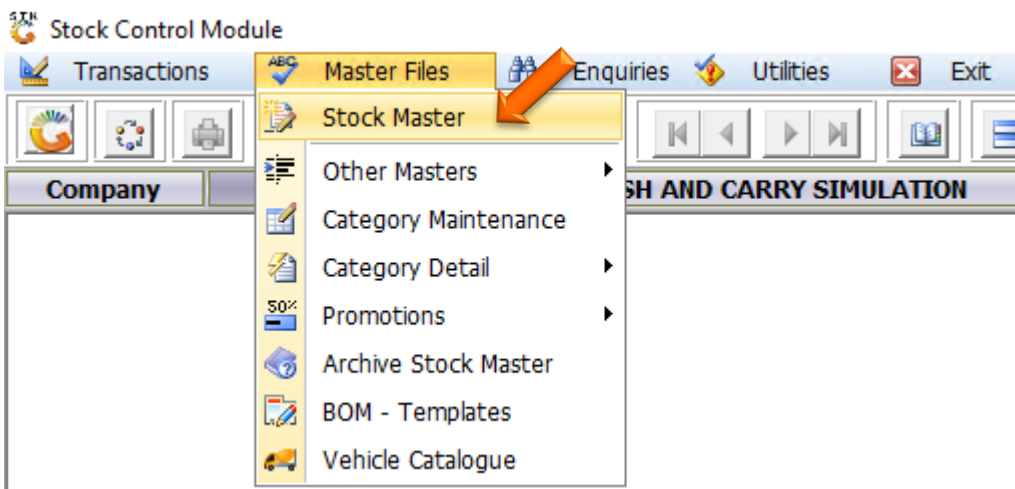
 

CMN999 GENESIS : Main Menu Version : 11.19.41

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



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.

StockCode	Description1	Onhand	Selling Excl.	Selling Incl.	BarCode	Supplier	Dept
10001	11 O'CLOCK ROOIBOS TEA 160S	153	0.00	0.00		NAT003	HOTBE
10002	11 O'CLOCK ROOIBOS TEA 20S	5 122	0.00	0.00		NAT003	HOTBE
10003	11 O'CLOCK ROOIBOS TEA 20S	17	0.00	0.00		NAT003	HOTBE
10004	11 O'CLOCK ROOIBOS TEA 20S	-250	0.00	0.00		NAT003	HOTBE
1000010	12352 (1X1)	0	0.00	0.00	12352	BAKAID	
1000020	333 (1X1)	0	0.00	0.00		ICC001	BABY
23301	4SHO BUCKET JUICE 5L PEACH&APRICOT	-1	0.00	0.00		ZIG002	CLDBEI
24375	4SHO JUICE 1L PEACH	-2	0.00	0.00		ZIG002	CLDBEI
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
44473	7UP LEMON 330ML	-24	0.00	0.00		TBC001	CLDBEI
15701	7UP LEMON 600ML	0	0.00	0.00		TBC001	CLDBEI
24769	7UP LEMONADE 2LT ZERO	0	0.00	0.00		TBC001	CLDBEI
10016	7UP LEMONADE 440ML	0	0.00	0.00		TBC001	CLDBEI
25141	7UP REGULAR 2LT	0	0.00	0.00		TBC001	CLDBEI
28075	A TEAM DOG FOOD BEEF 8KG (1X1)	-1	78.94	89.99	6002531003868	BRE002	PETPR
28197	AADIL A4 COMBI PACKS	-1	8.69	9.99	6007798000520	AAD001	STATIC
28172	AADIL POLY ROLLS 1.5MTX450MM	0	0.00	0.00		AAD001	STATIC
19190	ABI MIXED 1.25LT COLD DRINKS (FULL CRATE)	-1	122.43	140.80	1.5LTMIX	AB1001	CLDBEI
11173	ABSOLUT VODKA 750ML 100	0	0.00	0.00		GPE001	LIQUOI
12005	ABSOLUT VODKA 750ML CHERRYKRAN	0	0.00	0.00		GPE001	LIQUOI
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

6. 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 Code: 1000010 Description #1: 12352 Description #2: 12352

Stock Type: N - Normal Stock Item

*Status: A - Active Pack Size: 1X1X1S Units/Pack: 1

Main Details Categories/Types Properties/Indicators Notes & Descriptions

Header Data

Department: BAKAID Sub-Dept.: BAKING AIDS&SPREADS Supplier: Buyer:

VAT Code: S STANDARD RATE 15 Barcode: 12352 Supplier Code: 12352 Scale Item Type: N - Non-Scale Item Scale Price/Kg: N - Non Scale Item

Pack Sizes

Units/Case: 1 Units/Palette: 1 Singles: 1

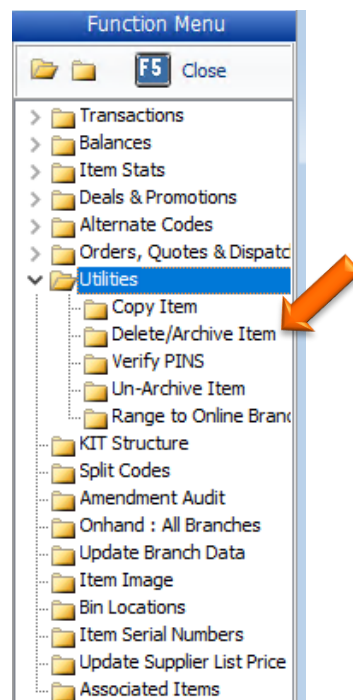
Sell by: 0 Days Shelf Life: 0 Days

Onhand Main W/H: 0 Onhand (All W/H): 0 Sales Orders: 0 - on Layby: 0 Purchase Orders: 0 NETT Available: 0 Awaiting Dispatch: 0 NETT On Floor: 0 Damaged: 0 Onhand (OTB): 0.00 Min/Max Level: 0 0 Number of Variants: 0 Belongs to Kits: 0

Function Menu

- Transactions
- Balances
- Item Stats
- Deals & Promotion
- Alternate Codes
- Orders, Invoices & Dispatch
- Utilities
 - Copy Item
 - Delete/Archive Item
 - Verify PINS
 - Un-Archive Item
 - Range to Online Branch
- KIT Structure
- Split Codes
- Amendment Audit
- Onhand : All Branches
- Update Branch Data
- Item Image
- Bin Locations
- Item Serial Numbers
- Update Supplier List Price
- Associated Items

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 Stock Item

Delete/Archive a Stock Item
NO Transactions Exist for this Item. The Item and all its related Data will be... DELETED

Stock Code	1000010	Stock Type	N - Normal Stock Item
Description #1	12352		
Description #2	12352		
Onhand	0	No. of Txns Found	0
Active Kit Lines	0	No. of Quotes/Orders Found	0
		No. of Laybyes Found	0

[Child Items]

Link Code	Description	Units/Pack	Pack Size

STK131 Press [F10] to DELETE

Options

- F10 DELETE
- Esc Exit

Utilities

- F5 View Kits

9. If there are transactions for this item it will be archived. The item will also need to have a 0 onhand to be able to archive. If there is an onhand but will not be sold then a stock adjustment will have to be done for the onhand to be set to 0.
10. If an item needs to be unarchived you can navigate to the same location then select Un-archive Item.

Stock Control : Stock Master Maintenance

Stock Code: 1000010 Description #1: 12352
Stock Type: N - Normal Stock Item Description #2: 12352
*Status: A - Active Pack Size: 1X1X15 Units/Pack: 1

CTF Main Details CTF Categories/Types CTF Properties/Indicators CTF Notes & Descriptions

CTF 7 Header Data

Department: BAKAID BAKING AIDS&SPREADS
Sub-Dept.:
Supplier:
Buyer:

VAT Code: S STANDARD RATE 15
Barcode: 12352
Supplier Code: 12352
Scale Item Type: N - Non-Scale Item
Scale Price/Kg: N - Non Scale Item

Pack Sizes
Units/Case: 1
Units/Palette: 1
Singles: 1
Sell by: 0 Days Shelf Life: 0 Days

Description	PR.Code	Excl.	Incl.	Rate/Sale

Onhand Main W/H: 0
Onhand (All W/H): 0
Sales Orders: 0
- on Layby: 0
Purchase Orders: 0
NETT Available: 0
Awaiting Dispatch: 0
NETT On Floor: 0
Damaged: 0
Onhand (OTB): 0.00
Min/Max Level: 0 0
Number of Variants: 0
Belongs to Kits: 0

Function Menu
F5 Close
Transactions
Balances
Item Stats
Deals & Promotions
Alternate Codes
Orders, Quotes & Dispatch
Utilities
Copy Item
Delete/Archive Item
Verify PINS
Un-Archive Item
Range to Online Branch
KIT Structure
Split Codes
Amendment Audit
Onhand : All Branches
Update Branch Data
Item Image
Bin Locations
Item Serial Numbers
Update Supplier List Price
Associated Items

STK101 Stock Control Module : Stock Master Maintenance VIEW ONLY