



**Assyst Point of Sale
Stock Transfers &
Adjustments
User Guide
Version 4.09**

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INTRODUCTION TO TRANSFERS..... 5

Using Transfer Types 5

 Transfer Out..... 5

 Transfer In 5

 Return 5

 Adjustment..... 5

PERFORMING INVENTORY TRANSFERS / ADJUSTMENTS 6

 Transfer To 8

 Finalizing a Transfer, Return or Adjustment 8



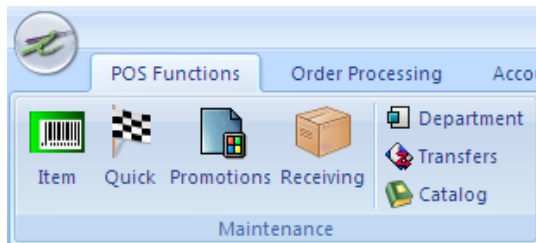
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Introduction to Transfers

Total inventory management activities may involve processing inventory adjustments related to:

- **Transfers Out** – typically used to remove inventory from stock which is no longer available for resale
- **Transfers In** – typically used to add inventory to stock which is not received by conventional means
- **Returns** – which refers to transfers where a product is being returned to a vendor
- **Adjustments** – which is used to perform other types of general inventory adjustments



All inventory transfer or adjustment functions may be accessed by selecting the **Transfers** button in the **Maintenance** panel of the POS Functions ribbon group.

This document details the procedures for performing inventory adjustments of all types.

- **NOTE:** Some Transfer functions may be performed using a Handheld or Multistore communication file. For more information, see the user guide appropriate to your handheld type (Assyst Wireless or Using PT/HT630 Handhelds with Assyst Point of Sale) or the Assyst Multistore User Guide.

Using Transfer Types

The four major transfer types refer to different types of activities. The following suggestions may be used to aid in the proper use of Transfer functions.

Transfer Out

Transfer Outs may be used where product is being marked as unavailable for sale. This may involve the transfer of stock to a warehouse, within the store between item files, or other instore uses.

Assyst Point of Sale will automatically decrease onhands of selected products by the quantity indicated in a Transfer Out session.

Transfer In

A Transfer In may apply if products are being received by unconventional means, such as the acquisition of products from a store-owned Warehouse if Warehouse functionality is enabled.

Assyst Point of Sale will automatically increase onhands of selected products by the quantities indicated in a Transfer In session.

Return

Returns effect inventory in much the same manner as Transfer Outs, with the exception that they typically involve a vendor and/or return authorization number. These entries show a different label than transfer outs in audit histories.

Adjustment

This refers to a miscellaneous type of adjustment. Using a negative transfer quantity indicates a reduction of onhand in a selected product. Positive transfer quantities will increase the current onhand.



Performing Inventory Transfers / Adjustments

After selecting Transfers from the ribbon, start by indicating the manner in which the details of the transfer or adjustment are to be entered.

Typically, when performed without a handheld at a computer, the **Input** method is **Keyboard**.

NOTE: Other options such as Download, Pick List and Store Tfr only apply to data provided via handheld unit or transfer from another store in a Multistore group.

Next indicate the general type of activity to be performed by selecting from: **Transfer Out, Transfer In, Return or Adjustment**.

Set the options to be used for the transfer/adjustment session:

Reference – Set the reference number to contain a reference number which can be used to uniquely identify the current session and differentiate it from any other. This may refer to an return authorization number from a vendor, or may be left blank if not applicable.

Vendor – Set the vendor code for the wholesaler involved with the transfer or adjustment about to be performed. This option may also be left blank if not applicable.

Print Audit Report – Select this option if an audit report is required upon completion of the session. Leave the option unchecked to skip printing the audit report.

Print UPCs – If an audit report is set to print, this option determines whether UPC codes will appear on the audit report. Select this option to show UPCs on the report or deselect the option to hide them.

When satisfied with the settings for the transfer session, click on **Continue**.



Next, search by UPC, wholesaler number, or description to find the item to be adjusted.

If multiple matches are found, a grid displaying all matches will appear. Double-click on a record in a grid, if applicable, to select it for transfer.

NOTE: Even though the input method is specified as Keyboard, you may scan the UPC with an attached receiving scanner to find an item for transfer.

UPC	Description	Qty	Cost(\$)	Type	On Hand	Warehouse	EXT	Transfer To
598033	KIT KAT	5	0.6276	EF	173.00	0.00	3.15	0

Dept.	Family	Price Table	Current Cost	Average Cost	Last Cost	Regular Cost	Pack Size
0011 - CONFECTIONERY	1101 - BARS	1.19	0.630	0.6276	0.640	0.630	45.00 GM

Rank	Vendor	Order #	U/M	Qty	Related UPC	Qty	Desc
1	MCK	414847	CASE	12			

Key a number into the **Qty** field and press **Enter**.

NOTE: The Onhand displayed in the Additional Item Information will change to show the effect of the transfer. Be aware that the transfer is not complete yet, and at this point the new onhand displayed is preliminary.

The system displays a snapshot of the selected item in the lower half of the screen. Specifically take note of the **Price** and **Cost** fields.

The system provides information about the product's full pre-adjustment costing information for the product. Depending on how your system is configured, the default cost for transfers & adjustments may use a specific cost field.

It is possible to leave the default transfer **Cost(\$)** for the item may be retained or an alternative transfer cost may be entered for this session. Costs should be entered per unit.

The last option which must be set for any transfer is the adjustment **Type** option.

The adjustment Type option offers the selection of user definable codes which may be used to indicate more specific reasons why an item may have been subject to transfer, return or adjustment. The type code for any completed transfer may be reviewed in the Audit history of the item on an Assyst Point of Sale workstation.

A list of available adjustment type codes are available for review using the lookup, or an adjustment type may be keyed in if known. If using the lookup to find a transfer type, double-click on the adjustment type to use it in the transfer session.

NOTE: It is possible to add, modify, or delete transfer type codes from within the lookup. Some transfer codes such as AC and FS, are hard coded due to links with activities performed in Item Maintenance and Inventory Count functions. These codes may not be deleted.



Transfer To

When performing a Transfer Out, each item has an additional field available at the far right of the item transfer window. This field is labelled **Transfer To**.

The Transfer To option allows for products in one product (UPC) record to be transferred to another product record in a single step.

This option may be helpful when performing corrections products received into the wrong UPC, or if a product is to be recategorized in some way such as reassigning a serialized product from a new/resaleable product being moved to a special Demo or Rental product record.

Finalizing a Transfer, Return or Adjustment

When satisfied with the item transfer settings, click  to save the item transfer record. At this point, the impact on the item file is realized.



NOTE: If an item transfer is to be discarded upon exit, click on the  icon instead.

Continue adding items to the transfer record as required.

After saving the last item to be transferred during the current session, click on  to return to the session snapshot screen. Clicking this icon again will close the Transfer session and print the audit report if applicable.

