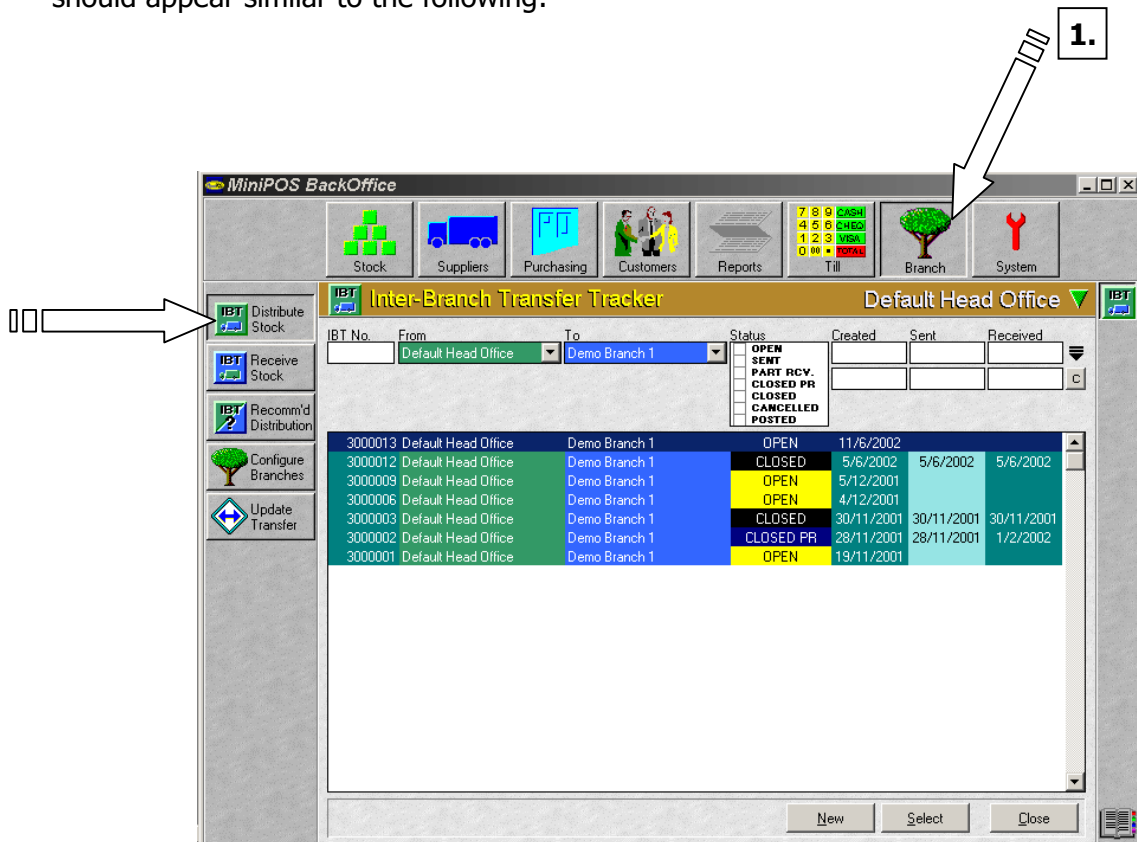




MINIPOS INTER-BRANCH TRANSFERS

CREATING AND SENDING AN IBT

1. Click on the **Branch Button** at the top of the MiniPOS screen.
2. Click on the **Distribute Stock Button** on the left hand side of the display, the screen should appear similar to the following:

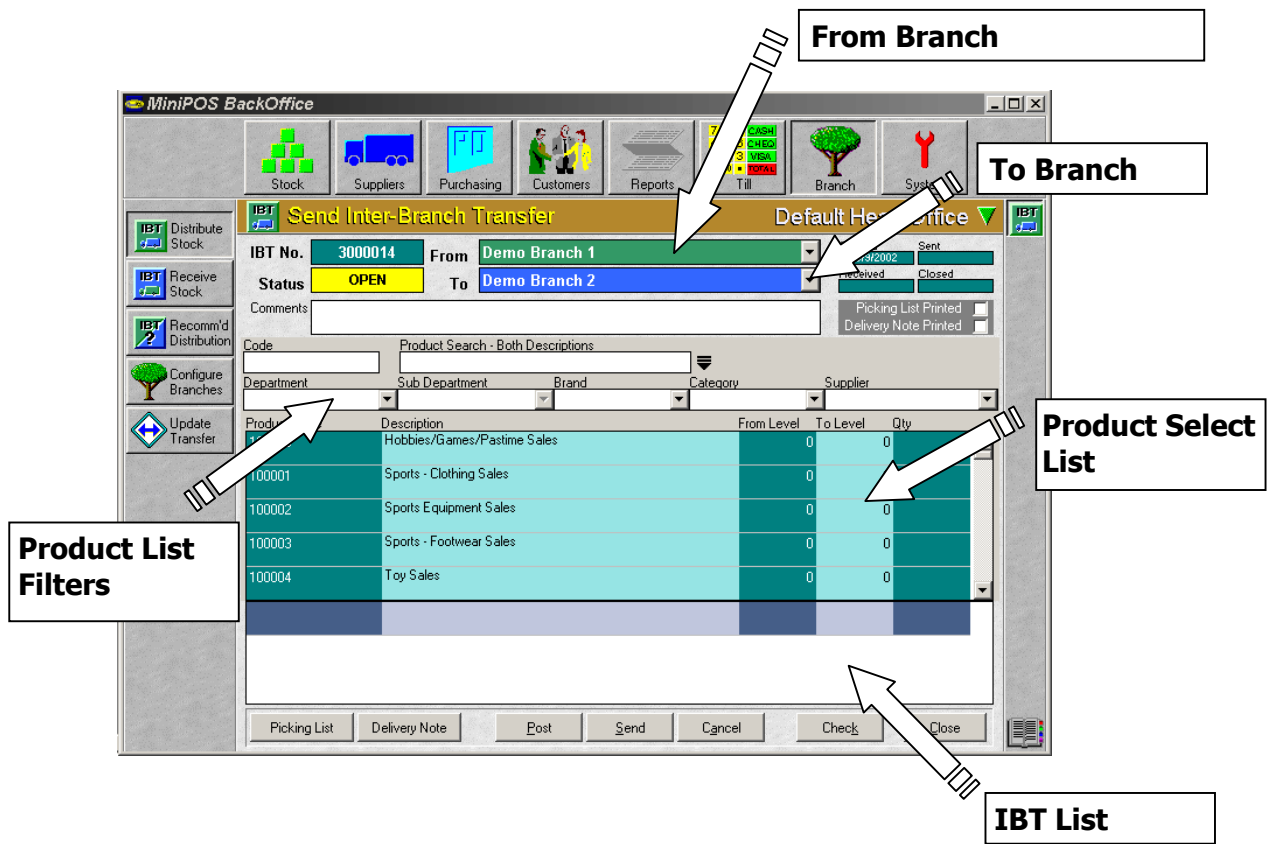


Any previously created IBT's will show in the list on screen. Each IBT is given a STATUS according to it's progress from creation to completion.

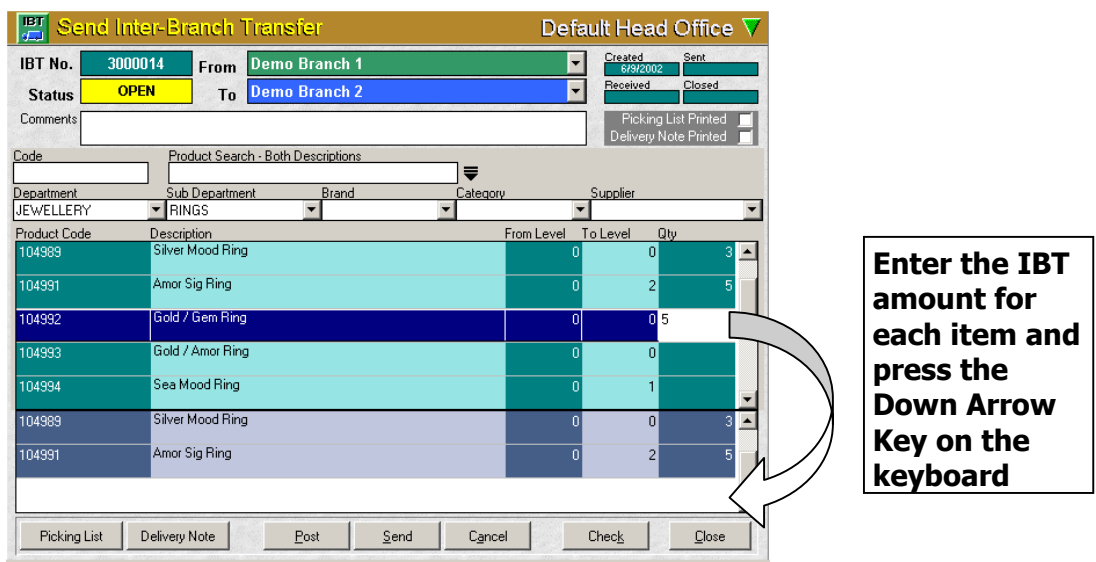
3. Click the **New Button** to begin creating an IBT.
4. On the form that is now displayed on screen, check that the **From** Branch is set to your local branch.
5. Click on the **To** branch Drop-Down button and select the branch that you are send the IBT to. The display should appear as follows:



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- Using the Product List Filters (Department, Sub-Department, Brand, Category and Supplier) or using the MiniPOS Product Description Search option, list products in the **Product Select List** that you wish to add to the IBT.
- Type in the quantity of each item you are adding to the IBT by entering an amount in the **Qty Field** and pressing the **Down Arrow Key** on the keyboard. Each item is added in turn to the bottom IBT list as follows:





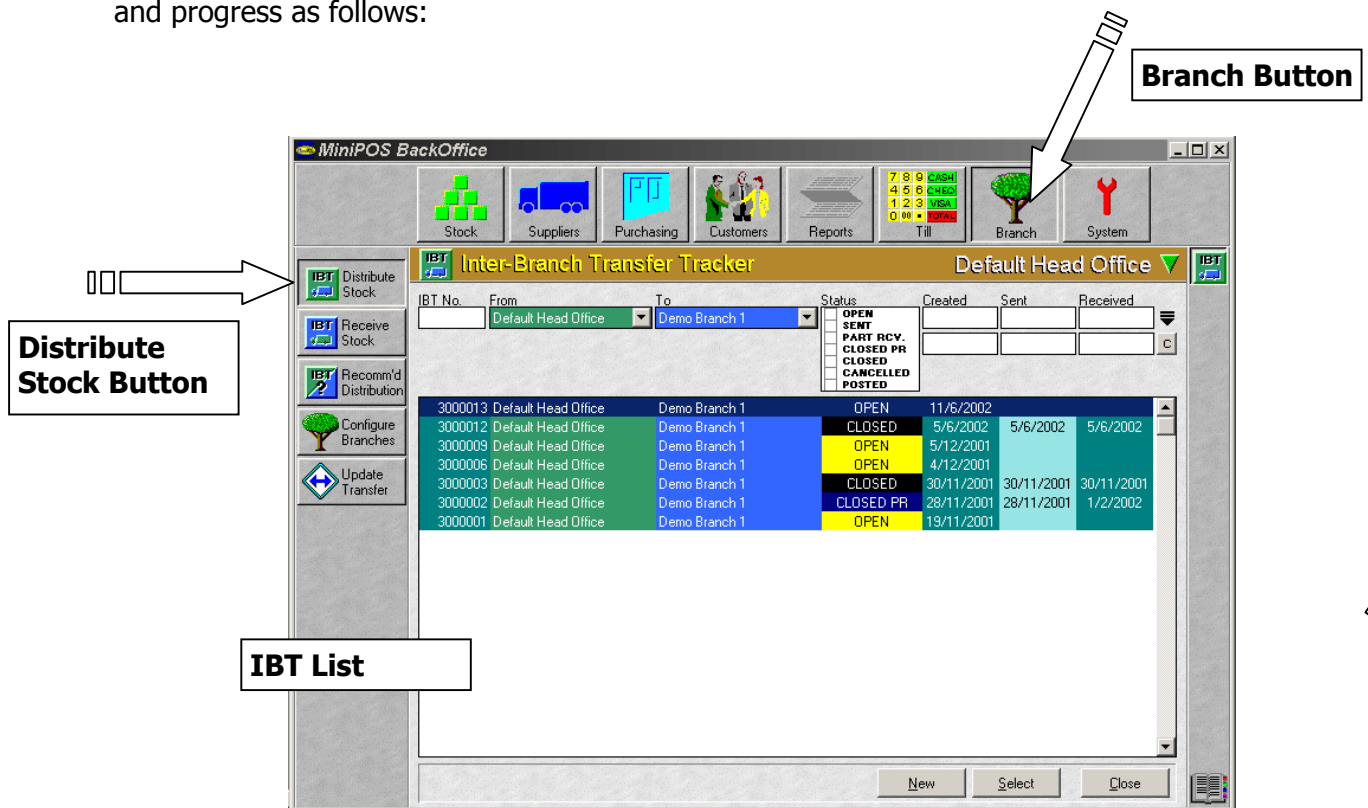
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- When you have added all of the items for the IBT, click on the **Picking List Button** at the bottom of the display if you require a picking list for this IBT.

The picking list is used to collect the items on the IBT and confirm that the required quantities are in fact available for despatch to the other branch.

You can close the IBT form and the items added and the IBT number will be saved. Make a note of the IBT No shown at the top of the display.

- To open and progress a previously saved IBT, click on the **Branch Button** at the top of the MiniPOS screen and then click on the **Distribute Stock Button** on the left of the display. From the list of IBT's that appear double click on the IBT that you wish to open and progress as follows:



- After Double clicking the required IBT, the list of items will display and you can continue to progress the IBT as required.

- When the items on the IBT picking list have been collected you can adjust the quantities in the **Qty Field** as appropriate and then print a delivery note to go with the items. To print the delivery note click on the **Delivery Note button** at the bottom of the screen.

- The final stage in Creating and Sending an IBT is to progress the IBT from the Status OPEN to SENT. Click the **Send Button** at the bottom of the form. This will prepare the IBT for transfer to the receiving branch when inter-branch communications is next run.