

## #2 - POS “COMMUNIQUE” – Transfer of Stock

### **MESS TO MESS TRANSFER’S (MR’s)**

**Inventory will be entered onto your normal MR (Merchandise Registrar)**

If you just need to deplete the quantities for a transfer, then you need to do a merchandise reception with **NEGATIVE QUANTITIES**.

### **TRANSFERRING INVENTORY OUT OF POS FOR A FUNCTION (MR’s)**

**Inventory will be entered onto your normal MR (Merchandise Registrar)**

**This is only temporary** – until our functions are entered into POS system.

You will follow the same steps as doing a transfer from Mess to Mess

### **PMC CHITS (MR’s)**

**Inventory will be entered onto your normal MR (Merchandise Registrar)**

**This is also only temporary** – until our PMC chit, along with a few other Chits we use across Canada are created and tested in Maitre’D.

You will follow the same steps as doing a transfer from Mess to Mess

The steps are: Page 55 of your Maitre’D SOP’s (but I have included them below)

Page 55

“Receiving Merchandise without a purchase order”

### **Inventory management module**

Merchandise Reception

Received

Select the supplier from the drop down and input the invoice # - (here you can use your own number MR number would be practice)

Click OK

Purchase order form appears

Click ADD

Select your produce

Quantity - enter a negative amount here ( -36)

Amount – enter the negative amount here

OK

Save – OK