

# Deleting a Transfer

To delete a transfer, go to the Transfer Summary page and select 'View' on the relevant delivery.

## Awaiting Approval Transfers

From	To	Internal Reference	Date	Action
Main Bar (The Mended Drum)	Cellar (Unseen University)		Mar 25, 2021	<a href="#">View</a>

At the bottom of this pop up, there will be an 'Unapprove Transfer' button. This will then delete the relevant transfer from having an impact on the stock holding. This transfer will now appear in the 'Deleted Transfer' section of the summary page.

Transfer Date: Mar 25, 2021

[Unapprove Transfer](#)

Filter

Product	Size	Single Cost	Quantity	Total Cost
Whisky Jack Daniels Honey	70cl	12.50	1	12.50
Total				12.50

The transferring site will then see this transfer within their own system and can amend/delete where necessary

## Deleted Transfers

From	To	Internal Reference	Date	Action
Cellar	Main Bar	awaiting approval	Feb 26, 2020	<a href="#">View</a>

Revision #1

Created 25 March 2021 14:05:23 by Adam Ashforth

Updated 15 April 2021 12:45:11 by Adam Ashforth