

# 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<br>(The Mended Drum) | Cellar<br>(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<br>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

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