

# Stock Transfer (Detail)

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# Summary

From this screen you can manage an individual Stock Transfer.

You can also receive stock on a Stock Transfer via the [Goods In](#) screen

## Page Breakdown

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The screenshot displays the 'Stock Transfer 319' interface. At the top, there is a 'Receive Status' section with a 'press' button. Below this is the 'Header' section, which includes fields for 'Release Date', 'Release Store', and 'Destination Store'. The 'Product List' section contains a table with columns for 'Code', 'Product', 'Original PO', 'Order ID', 'Source stock location', 'Qty Sent', 'Qty Received', 'Receive', 'Destination stock location', 'Reject', and 'Rejected'. The 'Delivery Details' section shows 'Book Delivery'. The 'Stock Transfer Notes' section has a '+ Add a Note' button. The 'Stock Transfer Audit History' section lists several events with timestamps and user information.

Code	Product	Original PO	Order ID	Source stock location	Qty Sent	Qty Received	Receive	Destination stock location	Reject	Rejected
39725	Stock Transfer Test - Multiple POs	PO769			2	3				
39725	Stock Transfer Test - Multiple POs	PO763		Default	1	0	0	At	Returns	<input type="checkbox"/>

# Status

The screenshot shows a header bar with the text "Receive Status (Progress)" and a red arrow pointing to it. Below the header is a sidebar with the following information:

- Stock Transfer 319
- Reference (optional): N/
- Source Store: Bristol (Created by: iconography)
- Destination Store: Bristol (Received by: iconography)

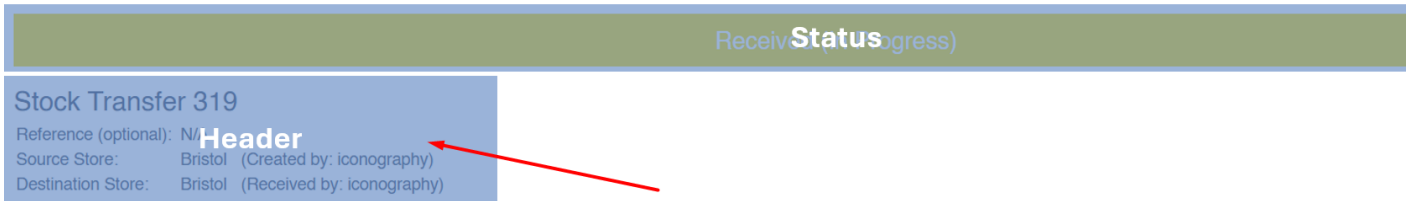
The Stock Transfer status is set automatically based on a variety of things within the Stock Transfer.

These can be used to filter the list of Stock Transfers

## A List of Statuses

Status	Purpose
Open	<p>While a Stock Transfer is Open, more items may be added to it</p> <p>You may also change the destination Store of an Open Stock Transfer</p>
In Transit	<p>A Stock Transfer that is In Transit is in the progress of being moved from A to B</p> <p>Marking a Stock Transfer as In Transit will make all stock on that transfer unavailable</p>
Received	<p>This status is activated as soon as a single item on the Stock Transfer has been received</p> <p>It is not possible to 'complete' a Received Stock Transfer until all items have been received or rejected</p>
Awaiting action	<p>Highlights that there is an issue with this Stock Transfer</p>
completed	<p>A complete Stock Transfer; no further action is needed or possible.</p>

# Header



Use this screen to view and manage key information about the Stock Transfer.

This information may only be amended on 'open' Stock Transfers.

Field	Purpose
Reference	<i>Enter an internal reference for the Stock Transfer (optional)</i>
Source Store	<i>The source of the stock on this Transfer</i>  <i>Amending this is only possible on open Stock Transfers, and doing so may cause issues if stock is not available in the new Store</i>
Destination Store	<i>The destination for stock on this Transfer</i>  <i>Amending this is only possible on open Stock Transfers</i>

# Stock Transfer Lines

Reference (optional): N/**Header**  
Source Store: Bristol (Created by: iconography)  
Destination Store: Bristol (Received by: iconography)

Product List

Code	Product	Original PO	Order ID	Source stock location	Qty Sent	Qty Received	Receive	Destination stock location	Reject	Rejected
39725	Stock Transfer Test - Multiple POs	PO793		Default	2	3				
39725	Stock Transfer Test - Multiple POs	PO793		Default	1	0	0 All	Returns	<input type="checkbox"/>	

Stock Transfer Lines

Update

Delivery Details  
Book Delivery **Delivery**

Use this section to view and update Stock Transfer lines. This shows essential information, and also allows for the following actions:

## Add new Stock Transfer line

Search for products to add to the Stock Transfer.

This is only possible on Open Stock Transfers.

## Receive lines

Enter a number of items to receive. You will also need to select the destination stock location; this is where the goods will be added.

This is only possible on In Transit and Received Stock Transfers

You can also do this on the [Goods In](#) screen

## Reject lines

Use this option to reject units of stock. Select a reason and enter a quantity.

Please ensure that before taking these actions, you investigate the matter with the appropriate individuals in your company to confirm exactly what has happened and where the stock actually is.

If you are sent an item that is not on the Stock Transfer, a new one must immediately be added, as it is not possible to over receive stock on a Stock Transfer.

## Return to sender

Use this when you have more items than required.

This will receive the stock into your current Store and immediately create a new Stock Transfer; the destination Store on the new transfer will be the source of the original.

## Not sent

Use this if an item is missing from your shipment.

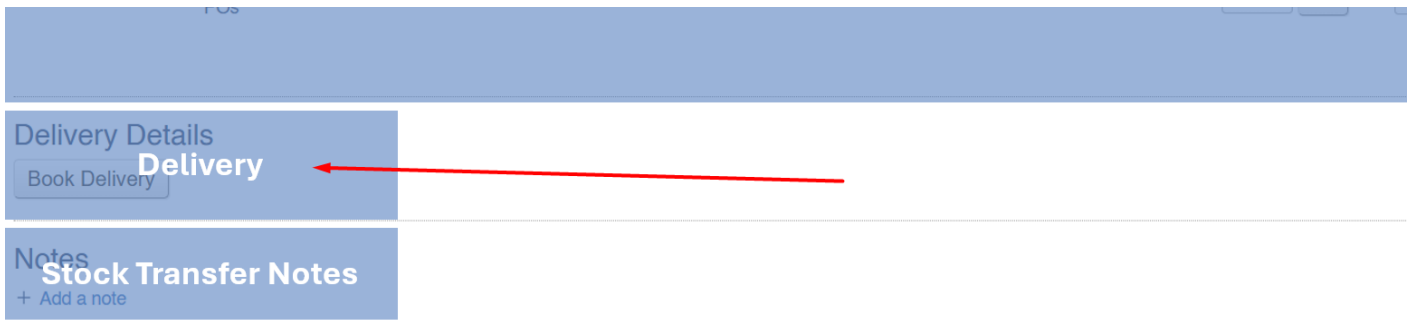
This will immediately add the unit of stock back into its source Store and Location.

## Lost in transit

Use this if an item is lost or destroyed.

This stock will be removed from the system, and an entry will be added to the [Stock Discrepancy](#) report.

# Delivery



Use this screen to book delivery of the Stock Transfer on a lorry.

You can also use the Scheduling tool for this purpose.

Click [here](#) for a guide on booking deliveries

# Stock Transfer Notes

The screenshot shows a navigation bar with three tabs: 'Delivery Details', 'Notes', and 'Stock Transfer Audit History'. The 'Delivery Details' tab is active and contains a 'Book Delivery' button. The 'Notes' tab is highlighted with a red arrow pointing to the 'Stock Transfer Notes' section, which includes a '+ Add a note' button.

A user may add notes to a Stock Transfer here.

Use the controls to [add a note or a task](#).

The screenshot shows a note entry in a yellow box. The note is dated 24/10/2025 14:39 and contains the text "Customer Order Z6347, Item 4800-40," followed by a "+ Add a comment" button.

# Audit History

+ Add a note

## Stock Transfer Audit History

- Received item 39725 on Stock Transfer by iconography at 09/10/2025 13:00:37
- Stock transfer moved into transit by iconography at 09/10/2025 13:00:37
- Added item to stock transfer by iconography at 09/10/2025 13:00:10
- Stock Transfer added by iconography at 09/10/2025 13:00:10

The audit history shows a log of all actions taken on a Stock Transfer, along with a timestamp and who took the action.