Stock Transfer Lines



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.

Revision #1
Created 4 November 2025 09:48:28 by Mike
Updated 5 November 2025 10:21:45 by Mike