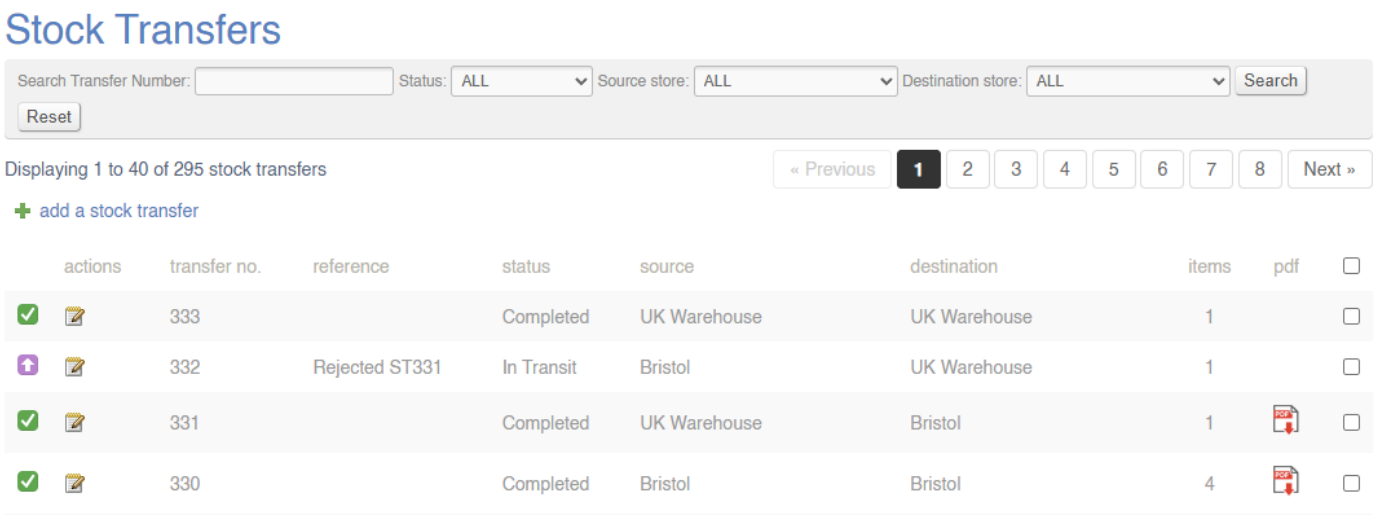
Summary

From this screen, you can view, create and manage Stock Transfers.



Key to icons

= open

= in transit

= received

= awaiting action

= completed

Management

Summary View

View a summary of all Stock transfers.

Click here for more information.

Create New Transfer

Click to create a new Stock Transfer; this could be an internal stock movement, or between two Stores.

For a full guide, click here.

Stock Transfer (Detail)

Use this screen to manage individual Stock Transfers, or to receive items.

> Items may also be received via the Goods In screen

For a full guide, click here.

FAQs

Is it possible to close an incomplete Stock Transfer?

No - all items must either be received or rejected before a Transfer can be completed.

An item hasn't arrived. What do I do?

Missing items need to be rejected.

I have been sent too many items. Can I over receive items on a Stock Transfer?

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.

I have been sent an item that I was not expecting. How should I handle this?

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 receive unexpected stock on a Stock Transfer.

When transferring units of stock, will they retain their original Goods In date?

Transferred Stock Records will retain the date that they were originally added to the system.

Revision #8
Created 6 February 2025 11:04:39 by Mike
Updated 23 June 2026 16:25:55 by Mike