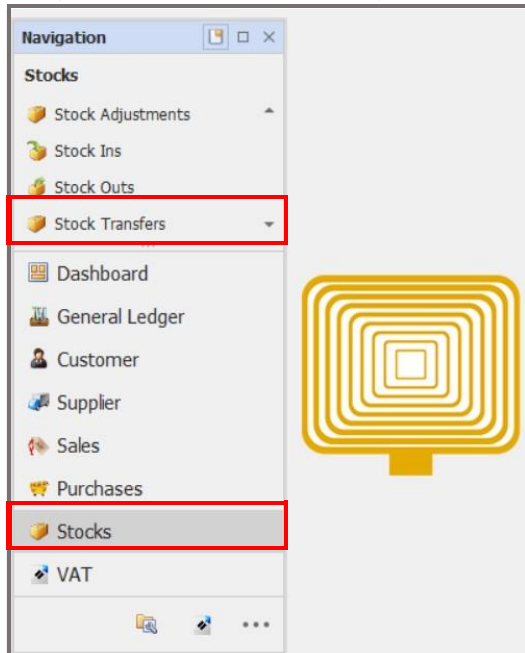




## How to use the Stock Transfer form

**Stock Transfer** is used to move inventory from one location/warehouse to another.

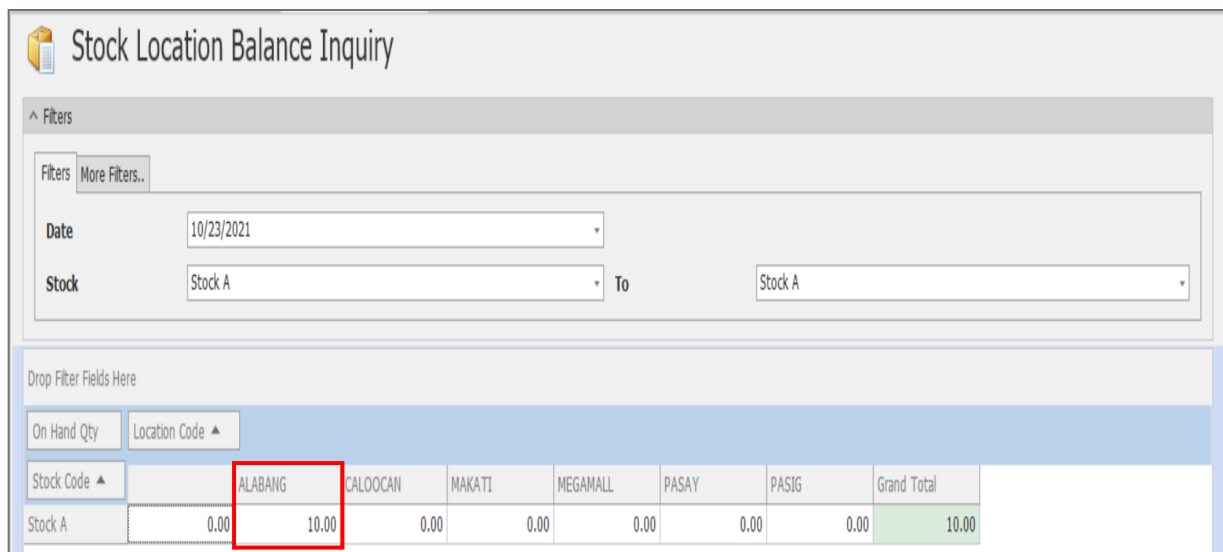
Navigate to *Stocks > Stock Transfer*.



### Scenario:

Stock A with quantity of 10 units in location Alabang. Transfer 5 Units from Alabang to Caloocan.

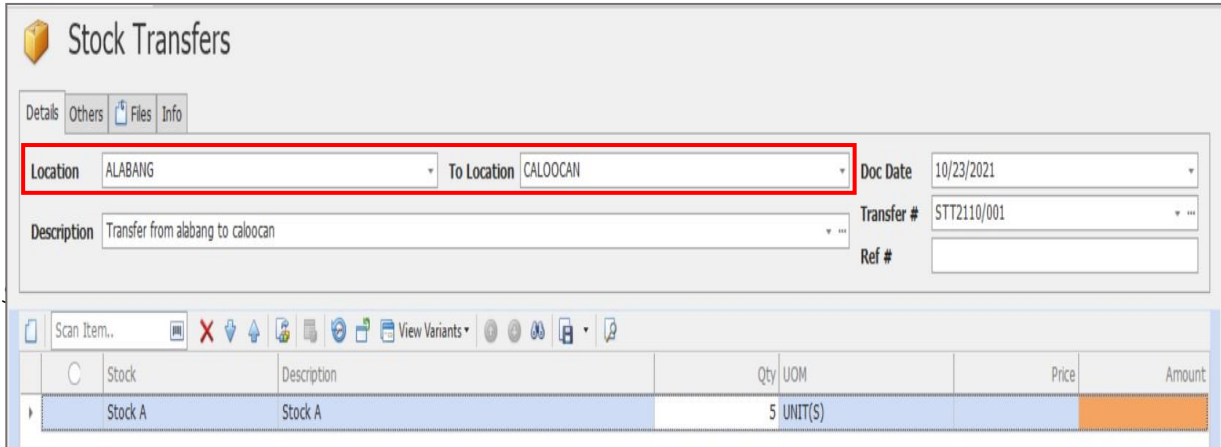
To view current stock balance, on the Ribbon tab, go to *Inquiry > Stock Location Balance Inquiry*.



Stock Code	ALABANG	CALOOCAN	MAKATI	MEGAMALL	PASAY	PASIG	Grand Total
Stock A	0.00	10.00	0.00	0.00	0.00	0.00	10.00

Stock Location Balance Inquiry shows the quantity of stocks per location with grand total.

On the Stock Transfer form, origin and destination locations must be selected. Enter the stock(s) to be transferred and click Save.



**Stock Transfers**

Details Others Files Info

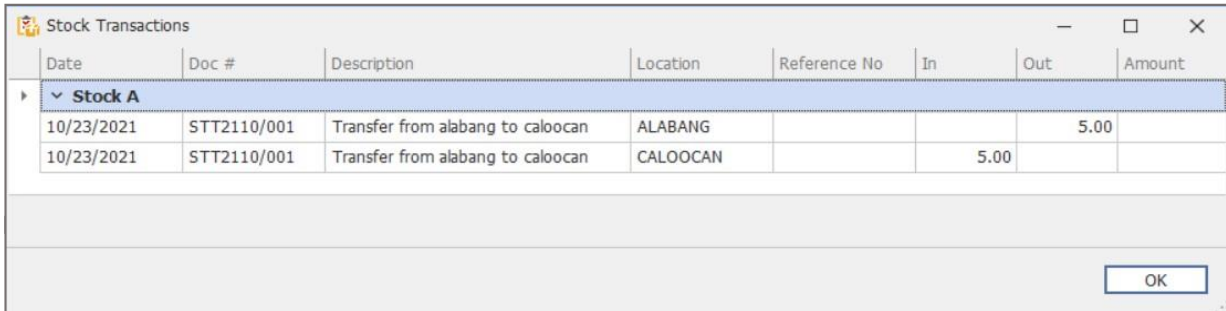
Location ALABANG To Location CALOOCAN Doc Date 10/23/2021

Description Transfer from alabang to caloocan Transfer # STT2110/001 Ref #

Scan Item..

Stock	Description	Qty	UOM	Price	Amount
Stock A	Stock A	5	UNIT(S)		

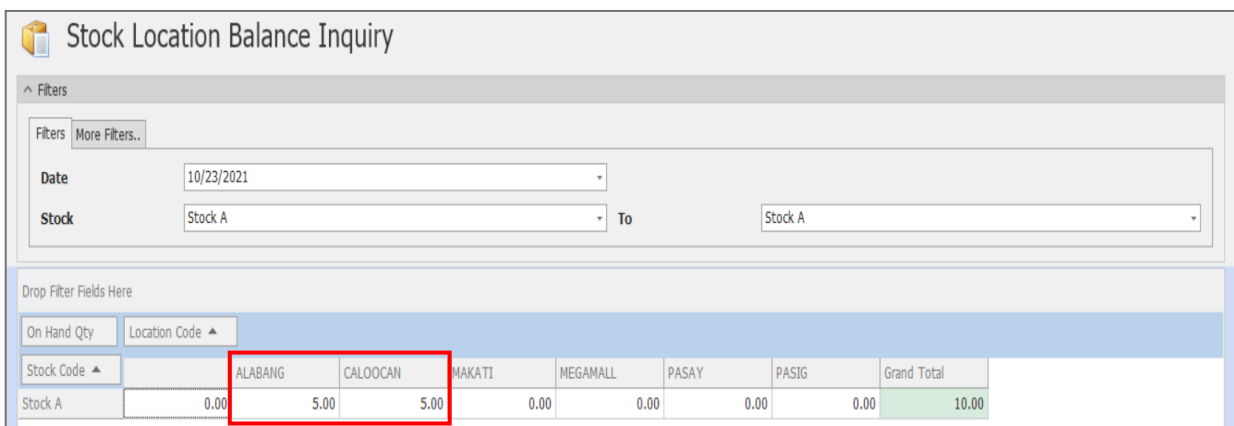
Stock Journal:



Date	Doc #	Description	Location	Reference No	In	Out	Amount
<b>Stock A</b>							
10/23/2021	STT2110/001	Transfer from alabang to caloocan	ALABANG			5.00	
10/23/2021	STT2110/001	Transfer from alabang to caloocan	CALOOCAN		5.00		

OK

Run the *Stock Location Balance Inquiry* again to view the updated balance.



**Stock Location Balance Inquiry**

Filters More Filters..

Date 10/23/2021

Stock Stock A To Stock A

Drop Filter Fields Here

On Hand Qty Location Code ▲

Stock Code ▲	ALABANG	CALOOCAN	MAKATI	MEGAMALL	PASAY	PASIG	Grand Total
Stock A	0.00	5.00	0.00	0.00	0.00	0.00	10.00



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>