



Stock Transfers Training Manual

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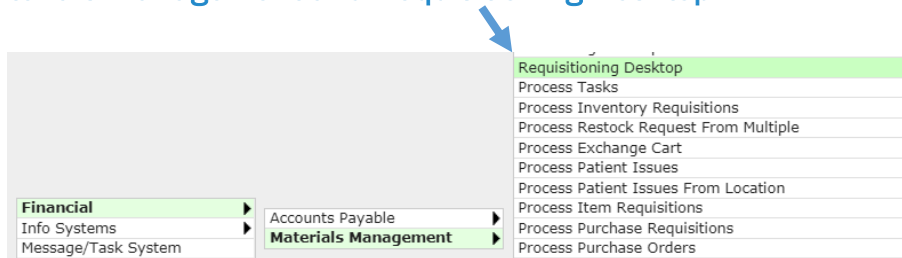
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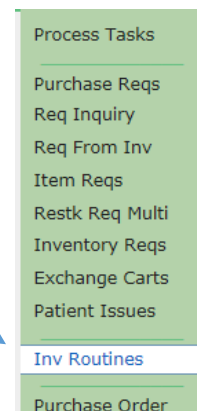
How to Transfer Stock from one Location to Another

Used to routine to move or transfer stock from one Inventory to another Inventory. This will create the Inventory the item is being removed from and the cost transferred to the other Inventory.

Step 1 – Go to Materials Management and Requisitioning Desktop



Select the Inv Routines from the right hand side of the screen



Step 2 – Select the appropriate function

Depending on whether you want to process a department issue or return



