

Connecting Access Regional Exchange

# Stock Transfers Training Manual 

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Accountable Author: Jo-Ann Ross


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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


> Process Tasks

> Purchase Reqs Req Inquiry Req From Inv Item Reqs

> Restk Req Multi Inventory Reqs Exchange Carts Patient Issues

> Inv Routines
> Purchase Order

Step 2 - Select the appropriate function

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

```
Department Issue
Department Return
Transfer
Adjust
Consignment Return
Adjust for Multiple Inventories
Transfer from Multiple Inventories
Initialize Inventory
Initialize Inventory by Location/Stock
Physical Inventory
```


## Step 3 - Select the Inventories effected

1) Select the Inventory you will be transferring from
2) Select the Inventory you will be transferring to
3) Enter the date of the transfer, 'T' for today
4) If you want to use the Control Number enter the number of item you will be transferring. This will ensure you do not miss any items if you are planning to move a larger number of items.
5) Enter the Item Number you will be transferring followed by the quantity,
6) Once you are finished click on 'Save' to complete the transaction.

