

# Stock Transfer

18/07/2025 4:46 pm BST

## Summary

The Stock Transfer functionality is used to move stock items (by batch number if applicable) from one site to another, automatically updating stock levels for each site and stock centre.

## Details

## Transferring Stock

1. Navigate to Inventory via the Primary Navigation on the left-hand side and select 'Stock Control'. Ensure the 'Stock Transfer' tab is selected.

Stock Control

Supplier: Centaur

Stock Adjustment | Stock Variance | Stock Evaluation | **Stock Transfer** | Stock Level | Stock Movement

Source Site: Esher SA | Source Stock Centre: Esher | Description: | Code: | Qty: |

Code	Description	Qty
10307	Accalm House Spray	9998
1829	Ace-high 50g	888
10222	Acp 5mg/ml (calmivet) Per Ml	498
942	Acp Inj 10mg/ml 20ml	10019
412	Acp Inj 5mg/ml (calmivet) Per Ml	9999
7	Acc Trake 10mm	4679

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Destination Site: Esher SA | Destination stock centre: Esher | Default transfer Qty: 1 | Move stock From/To Stock Centre tables

Code | Description | Batch | Qty

No Results.

Use Barcode Reader | Transfer Stock | Clear

2. Ensure you have selected the correct Supplier from the drop-down list (this will default to your main supplier).
3. Select the 'Source Site' and 'Source Stock Centre' (Where you are transferring stock from).
4. Select the 'Destination Site' and 'Destination Stock Centre' (where you are transferring stock to).

Stock Control

Supplier: Centaur

Stock Adjustment | Stock Variance | Stock Evaluation | **Stock Transfer** | Stock Level | Stock Movement

Source Site: Esher SA | Source Stock Centre: Esher | Description: | Code: | Qty: |

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Destination Site: York | Destination stock centre: York | Default transfer Qty: 1 | Move stock From/To Stock Centre tables

Code | Description | Batch | Qty

No Results.

Use Barcode Reader | Transfer Stock | Clear

5. Search for the item you wish to transfer (using the description field or treatment type filters).

6. Enter the Quantity you wish to transfer into the 'Default Transfer Qty' field.
7. Select the down arrow to transfer the stock to the destination site.

**Stock Control** Activities Administration

Supplier: Centaur

Source Site: 
 Source Stock Centre: 
 Description: 
 Code:

Code	Description	Qty
1749	Synulox Bolus 500mg 20	0
10097	Synulox Lc 24 Syr	24
1750	Synulox Pal Drops 50mg/ml 15ml	0
2791	Synulox Pal Tabs 250mg	200
2792	Synulox Pal Tabs 50mg	0

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Destination Site: 
 Destination stock centre: 
 Default transfer Qty: 


 Move stock From/To Stock Centre tables

Code	Description	Batch	Qty
No Results.			

8. At this stage a batch window will display. Use the Qty fields to specify the batch numbers used and select 'OK' to transfer.

**Batch items** X

Batch Code	Expiry Date	Batch Stock Level	Qty
No Batch Item		0.00	0.00
457899990	07/08/2026	250.00	10.00

9. To complete the transfer, select the 'Transfer Stock' button.