



### Stock Transfer (Alt + K)

User can create multiple types of Stock Transfer using this module.

On clicking  option or on pressing the shortcut (Alt+ K), a popup will be

displayed to user as shown below:

Shortcuts for any detail is displayed under the quick access keys section in the top right corner of the screen, user can press the shortcut key to open the screen or can simply double click on the label.

**Note: Voucher No. will be shown as red till it is unapproved. Once it is approved, it will be shown as green.**

User can perform below activities on the list of Stock transfer voucher.

### Add (Alt + A)



User needs to click on Add (Alt + A) button to add new stock transfer. On clicking the Add button below screen will be displayed to user.

User needs to add the required stock transfer details as mentioned under to Add new stock transfer.

### Stock Transfer Fields

**Voucher No.:** Voucher no. is the stock transfer invoice number. Basis the voucher series definition for stock transfer there are three ways to get the voucher number.

- Manual - User can manually enter any voucher number.
- Automatic - Voucher number will be auto populated based on the voucher series set.
- Both - Voucher number will be auto populated based on the voucher series set which can be edited by user.

**Voucher Date:** Voucher date is the stock transfer invoice date. The default date set from the user's module will be displayed to user by default, user can set any date as voucher date.



**E-Way Bill No:** E-way bill number would be auto populated if any E-way bill has been generated against Stock Transfer invoice.

**Item Details (F3):** User needs to press F3 key to add the items in the voucher or double click on Item Details(F3) label under the Quick Access Keys on the top right corner of the screen.

User can add the items by barcode reader or can manually select the item to add from the list of added items.

User can also add batch details for a particular stock transfer from one godown to another.

**Voucher Narration (F12):** Voucher Narration is for user to enter any description for the transaction which is to be printed on the voucher.

**Internal notes (Ctrl + N):** Internal Notes is for user to enter any description for their own reference which shall not be printed.



### Quick Access Keys

**Upload/Download file (Ctrl + F1):** User can upload/download the supporting documents as an attachment of the voucher for their reference:

Attachment Details			
Upload	Download	File Name	Description
<No data to display>			

At the bottom of the window, there are several controls:

- Buttons: **Add Record (F3)**, **Double Click to open file**, **Delete Record (Ctrl+Delete)**, **Close**, and **Download All**.

### Edit (Alt + E)

User needs to click on Edit (Alt + E) button to edit stock transfer details.

User needs to update the stock transfer details and click on Save (Alt + V) button to save the stock transfer or can cancel the edited stock transfer details by clicking on Cancel (Alt +C) button.

**Note:** User will not be able to edit party name.

### Delete (Alt + D)

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User needs to click on Delete (Alt + D) button to delete the existing stock transfer entry. On clicking the Yes button, the selected entry will be deleted from the list of stock transfer and on Clicking No button the user will be taken to previous tab.

### Open Saved Record (Alt + O)

On clicking the Open Saved Record (Alt + O) button, user will be able to see below screen where in user can access previously saved records based on search options.

Open Previously Saved Record.

☐ Voucher No: ☐ Voucher Date: 10-12-2020 ☐ Party Name: ☐ Place of Supply: ☐ Supply Type: ☒ Exclude Cancelled

Saved Records Details (F3)

Click here to define a filter

Date	Voucher / Invoice No.	Party / Account Name	GSTIN	Place of Supply	Supply Type	Currency	Amount	Narration	Cancelled
30-09-2020	1	Registered Dealer	24ARDPP5667H1ZT	24-Gujarat	INTER	INR	115,640.00		<input type="checkbox"/>
30-09-2020	10	Debtor2		20-Jharkhand	INTER	INR	907,302.00		<input type="checkbox"/>
30-09-2020	11	Debtor2		33-Tamil Nadu	INTRA	INR	1,050,200.00		<input type="checkbox"/>
30-09-2020	12	Debtor1		31-Lakshadweep	INTER	INR	1,059,168.00		<input type="checkbox"/>
30-09-2020	13	Registered Dealer	24ARDPP5667H1ZT	24-Gujarat	INTER	INR	987,000.00		<input type="checkbox"/>
30-09-2020	14	Registered-intra	33AACAP4567E1ZK	33-Tamil Nadu	INTRA	INR	606,000.00		<input type="checkbox"/>
30-09-2020	15	Export dealer		99-Other Country	INTER	INR	8,900.00		<input type="checkbox"/>
30-09-2020	16	Export dealer		99-Other Country	INTER	INR	87,600.00		<input type="checkbox"/>
30-09-2020	17	Composition Dealer INTER	24ABCDE1111H1ZA	24-Gujarat	INTER	INR	54,880.00		<input type="checkbox"/>
30-09-2020	18	Composition Dealer INTRA	33ADBFC5567E1ZA	33-Tamil Nadu	INTRA	INR	160,008.00		<input type="checkbox"/>
30-09-2020	19	SEZ Dealer	33AACAP7567E1ZE	33-Tamil Nadu	INTER	INR	98,760.00		<input type="checkbox"/>
30-09-2020	20	SEZ Dealer	33AACAP7567E1ZE	33-Tamil Nadu	INTER	INR	45,000.00		<input type="checkbox"/>
30-09-2020	21	Composition Dealer INTER	24ABCDE1111H1ZA	24-Gujarat	INTER	INR	66,080.00		<input type="checkbox"/>
30-09-2020	23	Deemed Export dealer	33ACDP6754E1ZH	33-Tamil Nadu	INTRA	INR	93,102.00		<input type="checkbox"/>
30-09-2020	24	Registered Dealer	24ARDPP5667H1ZT	24-Gujarat	INTER	INR	895,502.00		<input type="checkbox"/>
30-09-2020	25	Registered Dealer	24ARDPP5667H1ZT	24-Gujarat	INTER	INR	170,000.00		<input type="checkbox"/>

<Click open button or Press Enter or Dbl click in grid to open selected record for editing or deletion>

### Close (Alt + S)

On clicking the Close (Alt + S) button, stock transfer tab will get closed.

### Help (Alt + H)

On clicking the Help (Alt + H) button, user will be redirected to help manual of stock transfer Tab.