




### Stock Transfer Report (Alt + K)

This report shows the detailed record of all the entries done under Stock Transfer module.

On clicking the  **Stock Transfer** option or on pressing the shortcut (Alt+ K), “Stock Transfer Report” window will appear as below.

Now, we can retrieve/fetch the data as per our requirement and as per the specific condition by using the left task bar which states the date range, branch, maker-checker status, voucher series, E-way bill, print address detail with optional viewability option of attachments, internal notes and voucher narration.



We can use below mentioned shortcuts for further extractions and functions.

### Load Report (Alt + L)

User needs to click on Load Report (Alt + L) button to load the report after the filter action. The loaded Report will look as below:

Stock Transfer Details				Item Details						
Date	No	Branch	Cancelled	Name	Unit	Type	Godown	Qty	Rate	Amount(Base)
30-12-2020	S/1/T	DEMO BRANCH	<input type="checkbox"/>	ITEM 1	BAG	TO	Cygnnet Biotech Private ...	2.00	9,800.00	19,600.00
				ITEM 1	BAG	FROM	Godown 2	2.00	9,800.00	19,600.00
12-01-2021	3	DEMO BRANCH	<input type="checkbox"/>	ITEM 1	BAG	TO	Cygnnet Biotech Private ...	1.00	900.00	900.00
				ITEM 1	BAG	FROM	Godown 2	1.00	900.00	900.00
19-02-2021	S/2/T	DEMO BRANCH	<input type="checkbox"/>	ITEM 1	BAG	TO	Cygnnet Biotech Private ...	98.00	70.00	6,860.00
				ITEM 1	BAG	FROM	Godown 2	98.00	70.00	6,860.00
31-03-2021	S/3/T	DEMO BRANCH	<input type="checkbox"/>	TEST	OTH	FROM	Cygnnet Biotech Private ...	10.00	100.00	1,000.00
				TEST	OTH	TO	Godown 2	10.00	100.00	1,000.00
Total								222.00		56,720.00

User can download the attachment (if any) directly from the entry itself.

User can filter the data as available in headings of the report. i.e. user can filter which date he wants to view by clicking on filter available in date or selected voucher no. he wants to view by clicking on filter available in Voucher no. and so on for all the headings.

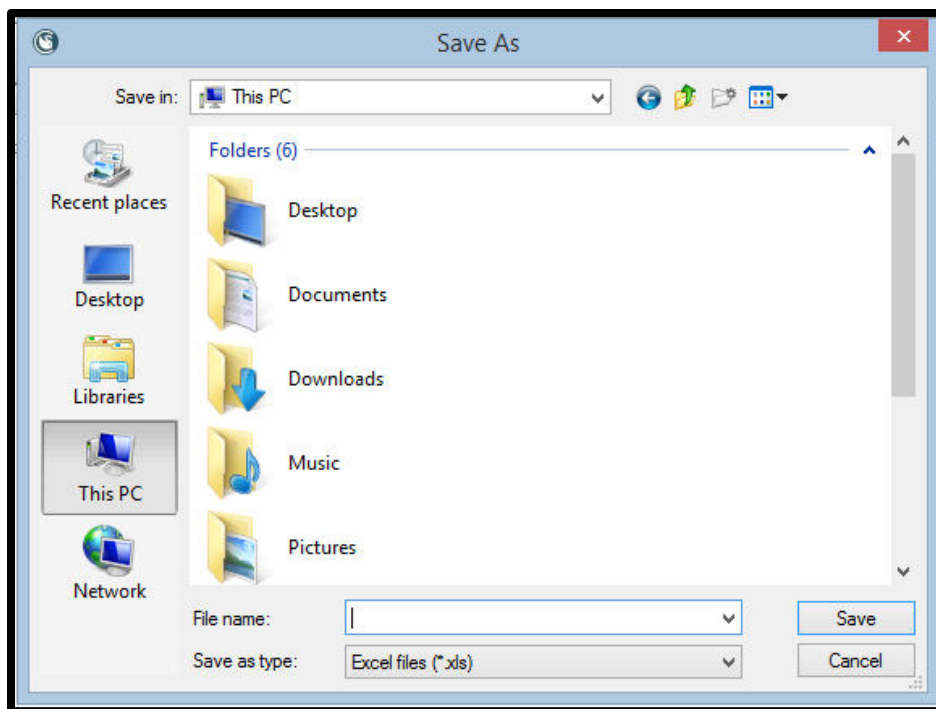
### Drill down entry

To go to the voucher, user needs to double click on the record line. User will be redirected to the Stock Transfer voucher.

### Export (Alt + E)

User needs to click on Export (Alt + E) button to export the report.

User can export report as well as the attachments of each entry of the report from the drop-down list. On clicking Export button, user will be asked for the path to export the report as shown below:



User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

### Print (Alt + P)

On clicking the Print (Alt + P) button, print preview window will appear.



[Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, Stock Transfer Report tab will get closed.

[Help \(Alt + H\)](#)

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