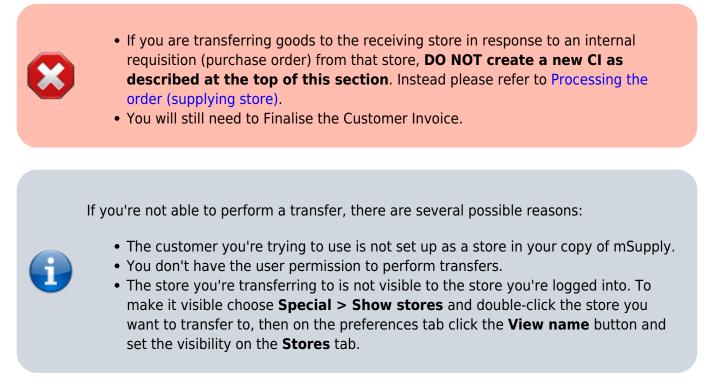
8.05. Transferring goods to another store

This feature is available only to those users who are managing more than one store on their systems e.g. if you have a central warehouse that supplies district or regional warehouses, or if you have a general store for holding stock and you supply a dispensary with their day to day needs - see Virtual stores.



This procedure follows closely the steps as described under Issuing Goods to a Customer (Customer Invoices); to avoid unnecessary repetition, please make sure you are familiar with that procedure.

You must be logged in to the **issuing** store (the store you're transferring stock **from**); the 'customer' in this process is the receiving store. So, you create a new invoice from the *Customer* menu, and in the *Name* field you put the name of the receiving store in the normal way (i.e. type the first few letters of the store's name, press the *Tab* key on the keyboard, and select the store in red colored text from the list displayed)

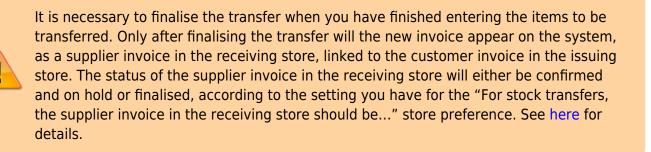
As soon as you select the receiving store name a red *Stock transfer* label confirms that you are creating a stock transfer:

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| Their ref | st dispensary | tesdd01 | Confirm date : Period Category | 30/11/2017 - 31/1 | 12/2020 | > > | | Colour Invoice : Entry date : | 0 06/05/2020 | Black | |
|---------------|------------------|--|--------------------------------------|-------------------|---------|--------------|-------|--|--|-------------|----|
| New ine | | line(s) Batch Transport details Log | Backorders | History | Co | efirm | Good | a received ID : Status : Entered by : Store : | nw | rehouse | |
| Notes Line Lo | celion Item code | iter | n Name | | luan | Pack Size | Batch | Exp date | Sel Pice | Price exten | < |
| | 8 | Other charges | ten: | | | | | S | mount: dototal: % tax: Total: | 0. | 00 |

The procedure from this point is identical to that described under Issuing Goods to a Customer (Customer Invoices).

Need to finalise Customer Invoice



If you confirm the stock transfer but do not finalise it, you will be shown a warning if you try to close it, just in case you have forgotten the finalise step:



If you did forget to finalise it then click on the Finalise button and mSupply will finalise the invoice for

you (and create a supplier invoice in the receiving store). If you want to keep the invoice at confirmed status (and not create the supplier invoice in the receiving store) then click on the *Leave as confirmed* button.

Visibility of items in both stores

If the item(s) you are transferring are not visible in the receiving store the following message will appear:

| | mSupply alert |
|--|--|
| The following items: | |
| Absorbant Cotton Wool 100g (20 |)/2051), Aciclovir Cream B.P 5%w/w (06/0075) |
| are not currently visible in the Ge unless they are made visible. | eneral store. This invoice cannot be finalised |
| Do you want to make them visibl | e now? |
| * | Cancel OK |
| | |

Check whether there is any reason for the item(s) in question not to be visible in the destination store. If there is no reason to prevent visibility click \mathbf{OK} .

If you are running a syncing system (see Remote Synchronisation) and the receiving store is active on another site, the receiving site will send back a confirmation log message to confirm that it has received the transfer. This will show up in the *Log* tab of the sending customer invoice.

On a syncing system, the sending site does not have access to the item visibility records in the receiving store if it is a transfer store, so it cannot do the item visibility check above. In this case, the primary server will automatically make the items visible in the receiving store when it receives the transfer.

Reversal of stock transfer

Should a reversal of a stock transfer be necessary, this may be achieved by the operator at the sending store, and only if the receiving store has not issued any of the transferred stock.

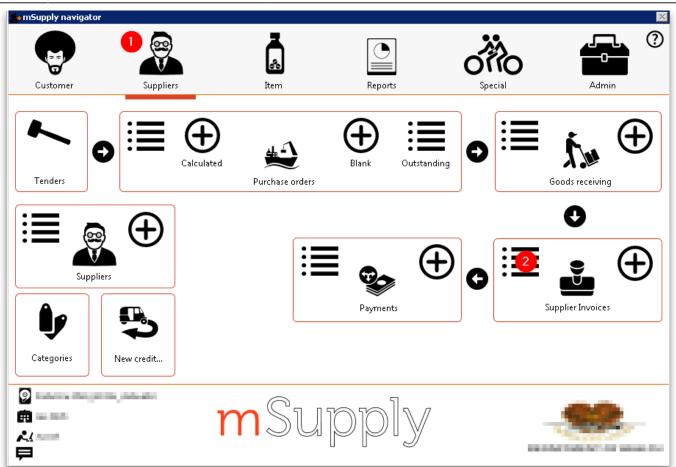
Receiving the goods (customer store)

In the customer store a Supplier Invoice will be automatically generated, provided that the Customer Invoice in the sending store was finalised - see above! You can view the customer invoice record via the **Suppliers** tab on the Navigator or via the **Supplier > Show invoices...** menu item.

Last

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06:49



On the supplier invoice the lines from the customer invoice will have been filled in automatically.

Depending on your store preferences, this customer invoice may or may not be locked, or finalised.

Previous: 8.04. Electronic invoices | | Next: 8.06. Box management

