

How to create Stock Transfer Request?



HDPOS smart Tutorials

- When you have multiple godowns for a same business location, you will be doing stock transfer from one godown to another godown.
- If you want to make a **stock transfer request** from one godown to another then you need to follow the steps given below.
 - [Step1: Create Stock Transfer Request](#)
 - [Step2: Approve Stock Transfer Request](#)

Step1: Create Stock Transfer Request

1. Run **HDPOS smart**.
2. From **Main Invoice** Screen select **Set-Up**.

The screenshot displays the HDPOS smart software interface for 'HDIT Variety Store'. The interface includes a header with store information, a main table for items, and a right-hand panel with various function buttons. A yellow dashed arrow points from the 'Set-Up' button in the right-hand panel to a larger, solid red 'Set-Up' button positioned to its right.

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
-------	---------	-----------	--------------	----------------	---------------------	----------------

Buttons in the right-hand panel:

- Change Quantity (F2)
- Remove Item (F4)
- Show Stock
- Hold Invoice (F6)
- Pick Held Invoice (F7)
- Cancel Invoice (F10)
- Show Tax Details
- Hide Offer Details (F12)
- Set-Up

Summary fields:

- Total: 0.00
- Discount Included: 0.00
- Quantity Total: 0

Customer:

Sales Executive:

Buttons at the bottom:

- Express Pay (F5)
- Pay Now (F8)
- Estimate (F11)
- Save & Print Estimate (Alt F11)



3. From 1st page of Set-Up select **Stock Transfer**.



4. From **Godown to Godown Stock Transfer** window that opens select **Add Stock Transfer Request** option in tool strip.





5. In Stock Transfer Request window that opens enter all required details i.e. From Godown, To Godown, Receiver name and select the item with required quantity for which you want to make stock transfer request.
6. Click on **Save**.

S No.	Barcode	Search Code	Item Name	Requested Quantity	Sales Measuring Unit
1	T00007		Butterfly Water Boiler	5.00	Qty
2	T00002	2	Nike Women's Deodrant	10.00	Qty
3	T00001	1	Phillips Hair Dryer	8.00	Qty
4	T00008		Nokia Asha Headphone set	15.00	Qty

Step2: Approve Request

1. From 1st page of Set-Up select **Stock Transfer**.
2. Select the **Stock Transfer Request** document and click on **Complete Stock Transfer Request** from **Godown To Godown Stock Transfer** tool strip.



Godown to Godown Stock Transfer

Show Only Stock Transfer Show Only Dump Stock Correction
 Show Only Stock Correction Show Only Stock Transfer Request

Number	From Godown	To Godown	Received By	Comment	Stock Transfer Type	Date
HDI-STR00001	HDIT Variety Store	Hyper Drive Variety Place	Hemant Rana		STOCK TRANSFER REQUEST	08/09/2014
HDI-ST00003	HDIT Variety Store	HDIT Variety Store-Stock Correction			DUMP STOCK CORRECTION	03/09/2014
HDI-ST00002	HDIT Variety Store-Stock Correction	HDIT Variety Store			STOCK CORRECTION	03/09/2014
HDI-ST00001	HDIT Variety Store	HDIT Variety Store-Stock Correction			DUMP STOCK CORRECTION	03/09/2014

Total Records : 4

Backup Database Restore Database Go Back To Main Screen About Us Feedback

3. Godown to Godown Stock Transfer window will open, click on **Save** to approve the request.

Godown to Godown Stock Transfer

Select Business Location : HDIT Variety Store

Stock Transfer Request Number : HDI-STR00001 Date : 08/09/2014

Barcode : From Godown : HDIT Variety Store

Item Name : To Godown : Hyper Drive Variety Place

Search Code : Received By : Hemant Rana

S No.	Barcode	Search Code	Item Name	Requested Quantity	Sales Measuring Unit
1	T00007		Butterfly Water Boiler	5.00	Qty
2	T00002	2	Nike Women's Deodrant	10.00	Qty
3	T00001	1	Phillips Hair Dryer	8.00	Qty
4	T00008		Nokia Asha Headphone set	15.00	Qty

Request is approved by senior sales executive Mr. Ramesh

Change Quantity (F2) Search Item (F3) Remove Item (F4) Barcode (F6) Item Gnd (F9) Save & Print (F5) Save (F8) Cancel Pick Message

