

Stock Transfer

Stock Transfer (warehouse transfer)

stock can be transferred from one warehouse to another using **Stock Transfer** within the Webatar App



Stock Transfer

Before you can transfer a stock item from one warehouse to another, the item must be linked to both warehouses. This is completed during the item setup process.

Inventory Module > Configuration > Inventory Setup

- Double click on the item
- Click on "**Warehouses**" tab at the top

The screenshot displays the Webatar App interface for inventory management. On the left, the 'Inventory Module' and 'Configuration' tabs are visible, with 'Configuration' selected. Under 'Configuration', 'Inventory Setup' is highlighted. The main window shows the 'Inventory Setup' process for item 'CPU/1151/15/7600'. The 'Item Code' is entered as 'CPU/1151/15/7600' and the 'Total Stock' is 204. The 'Edit Inventory Item' window is open, showing the 'Warehouses' tab selected. The 'Inventory Code' is 'CPU/1151/15/7600' and the 'Description' is 'Intel CPU i5 7600K - 3.8Ghz Socket 1151'. The 'Warehouses' tab shows a list of warehouses with the 'Total Stock' of 204 highlighted. The 'Warehouses' tab also shows a list of warehouses with the 'Total Stock' of 204 highlighted.

Here you can add the warehouses where this item is currently stored or could potentially be stored.

Warehouse Management

Warehouse Creditor

Stock Desc:

CPU/1151/I5/7600 - Intel CPU i5 7600K - 3.8Ghz Socket 1151

Show Inactive:

WarehouseLocationsBoxes

Add

Remove

Activate Warehouse

Deactivate Warehouse

Page 1 of 1

Displaying 1 - 2 of

	#	Warehouse Code	Warehouse Name	Bin Location	Total Qty On Hand	Min. Qty.	Max Qty	Preferred Qty.	Reorder Qty.
	1	MAST	MAST - Master Wareho...		9	0	0	0	0
	2	AUCK	AUCK - Auckland Work...		0	0	0	0	0

Save

Close

Create a Stock Transfer Document

- Tap on the + sign in the top right-hand corner.

← Stock Transfer	General Details 
Details	Description: Transfer 10 Mar 2026 10:42
Items	Sending Warehouse: Master Warehouse ▼
Transfer	Date Sending: 2026/03/10
Receive	Receiving Warehouse: Auckland Workshop ▼
	Date Receiving: 2026/03/10
	Reference:
	Long Description:

1.16 (2026-02-26)
Logged in as: Acck Support

Add the Details for the Stock Transfer

- Add a **description** for the stock transfer
- Select the warehouse you are sending the stock from
- Choose the date for the stock transfer
- Select the warehouse that will receive the stock
- Enter a reference, if required
- Add an additional description, if needed
- Save your changes by tapping the tick button at the top right

Stock Transfer		General Details	
Details		Description:	
Items		Transfer 10 Mar 2026 10:42	
Transfer		Sending Warehouse:	
Receive		Master Warehouse	
		Date Sending:	
		2026/03/10	
		Receiving Warehouse:	
		Auckland Workshop	
		Date Receiving:	
		2026/03/10	
		Reference:	
		Long Description:	

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Add Items to your Stock transfer

- Click on the items tab
- Scan the items you are wanting to transfer
- Tap "**Sync to Server**" when you have added all the items to be transferred

←

Stock Transfer

Details

Items

Transfer

Receive

Items

Scan Barcode+



#1

NEW

 HAR/LT/SSD/1000

 [GL9586](#)

 Harddrive SSD 2.5 1000Gig

 AUCK ✓ **2**



#2

NEW

 CPU/1151/I3/7100

 [GL9582](#)

 Intel CPU i3 7100K - 3.9Ghz Socket 1151

 AUCK ✓ **1**



Sync To Server (2)

3

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Clicking "**Sync to Server**" will activate the "**Transfer**" button

← Stock Transfer

Details

Items

Transfer

Receive

Items

Scan Barcode+

#1NEW

HAR/LT/SSD/1000

GL9586

Harddrive SSD 2.5 1000Gig

AUCK ✓ 2



#2NEW

CPU/1151/I3/7100

GL9582

Intel CPU i3 7100K - 3.9Ghz Socket 1151

AUCK ✓ 1



Sync To Server (2)

3

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- Clicking "**Transfer**" will activate the "**Receive**" button

Once the stock arrives at the receiving warehouse, they can confirm the delivery by clicking the "**Receive**" button.

←

Stock Transfer

Details

Items

Transfer

Receive

Items

#1NEW

CPU/1151/I5/7600

Intel CPU i5 7600K - 3.8Ghz Socket 1151

MAST

✓

1



#2NEW

HAR/LT/SSD/1000

GL9586

Harddrive SSD 2.5 1000Gig

AUCK

✓

1



Sync To Server (2)

2

1.16 (2026-02-26)

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