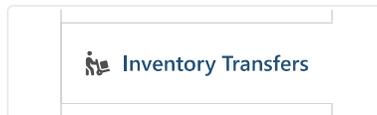


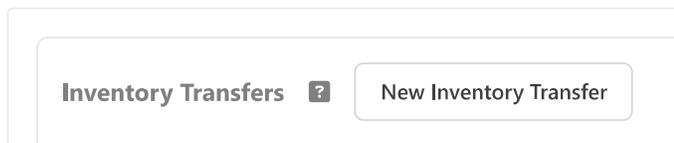
Inventory Transfers

The **Inventory Transfers** tab enables you to track and record the movement of items across various inventory locations. This feature is especially crucial for businesses that operate with multiple storage areas.



Creating a New Inventory Transfer

To create a new inventory transfer, click on the **New Inventory Transfer** button.



Inventory Transfer Fields

When filling out the inventory transfer form, you will encounter several fields:

Date

Enter the date for transferring inventory.

Reference

Provide the reference number for the inventory transfer. This helps in tracking and referencing the transfer in the future.

From

Select the inventory location where the transfer originated.

To

Choose the inventory location acting as the destination.

Description

Use this field to describe the inventory transfer. Inventory Transfer in Manager.io refers to the process of moving items from one location to another within your business. This could be from one warehouse to another or between stores and warehouses. Essentially, it helps you keep track of where your inventory is at any given time, ensuring accurate stock levels across all your storage locations.

Inventory Items

List the titles of inventory items included in the inventory transfer.

Qty

Specify the quantity transferred for each inventory item.

Completing the Inventory Transfer

After filling in all the necessary fields, review the information to ensure accuracy. Once satisfied, save the inventory transfer to record the movement of items between your inventory locations.

By using the **Inventory Transfers** feature, you maintain accurate stock levels across all your storage locations, ensuring efficient inventory management within your business.