

# Transfer stocks from between departments

1. Select department from which the goods need to exit.
2. Enter a [Goods Out](#) document, type “MSD - Inventory transfer” with all goods that need to go out of selected department. Only enter quantities, do not amend the prices or values.
3. Check and approve the [Goods Out](#) document
4. Select department into which the goods need to enter,
5. Enter a [Goods In](#), type “MSD - Inventory transfer” and in the *[Goods Out]* field select the previous [Goods Out](#) document.
6. Save the document
7. Check if the total value of the [Goods Out](#) and [Goods In](#) document are identical and then approve the [Goods In](#) document.

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