

Warehouses and stock entries

Stock and inventory

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Stock and inventory

Warehouses and stock entries

Move stock in, out and between warehouses, and understand which documents change your stock.

Beginner · About 20 minutes · Version 1.0 · Updated 17 November 2026

Plan availability

Included in the **Kuza** and **Enterprise** plans. It is not part of **Biashara**. Contact us if you want to upgrade.

Overview

Your stock changes only when a **stock-moving document** is submitted. Most are created by buying and selling: Purchase Receipts add stock, Delivery Notes remove it. A **Stock Entry** handles every other movement.

Which documents change stock

Document	Effect
Purchase Receipt	Stock in
Delivery Note	Stock out
Sales or Purchase Invoice with **Update Stock** ticked	Stock out or in
Stock Entry	In, out or between warehouses
Stock Reconciliation	Sets stock to a counted value

Steps

Transfer stock between warehouses

1. Search for **New Stock Entry**.
2. Set the **Stock Entry Type** to *Material Transfer*.
3. For each item, choose the **Source Warehouse** and **Target Warehouse**, and the quantity.
4. Save and submit.

Other types

- **Material Receipt**: stock in with no purchase, such as a free sample or opening stock.

- **Material Issue**: stock out for another reason, such as damage or internal use.
- **Manufacture**, **Repack**: for production and repacking.

See where an item is

1. Open the **Item**. Use **View**, then **Stock Ledger** or **Stock Balance**.
2. Or run the **Stock Balance** report. See Stock reports.

Practical example

Stock in the showroom is low. The storekeeper creates a Material Transfer of 50 bags of cement from `Stores - HD` to `Showroom - HD`. The Stock Balance report shows Stores down 50 and Showroom up 50, with the total unchanged.

Important notes

- You cannot issue more than you hold unless negative stock is allowed in **Stock Settings**. Leave it off.
- Always add a **remark** to issues and adjustments, so the reason is recorded.

Common mistakes

- Typing a quantity in the wrong unit, such as bags instead of kg.
- Using a Material Issue to record a sale. Use a Delivery Note or an invoice.

Troubleshooting

If you cannot submit because stock is insufficient, check the Stock Balance for that warehouse. See Incorrect stock balances.

Next steps

Read Opening stock and stock counts.

Related documentation

- Warehouses and business locations
- Opening stock and stock counts
- Stock reports