Bin Transfer Inbox

Module Guide: Bin Transfer Inbox

Module Location

Inventory > Warehouse Management > Bin Transfer > Bin Transfer Inbox

Module Objective

The **Bin Transfer Inbox** module serves as the approval center for all **Bin Transfer** documents that have been submitted. Every transaction involving the movement of goods between locations must be reviewed and approved here by authorized personnel (e.g., a Warehouse Head) before the system officially updates the stock location and quantity records.

1. Main View (Document List)

The main page of this module is an "inbox" that displays all transfer documents requiring your action.

View Explanation

This page provides a summary of all transfer transactions that are awaiting approval.

- **Filters**: You can search for a specific document by **Bin Transfer Number** or a date range (**Start Date / End Date**).
- **Document List**: The table below will display all documents awaiting action, with columns such as **Bin Transfer Number,**

Date, Source Bin Code, Destination Bin Code, and **Approval Status**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Bin Transfer Inbox** module to see the list of transactions that require approval.

Step 2: Review the Transfer Details

Click on one of the rows in the table to open the detail view of the transfer document. In the detail page, you can check what item was moved, its quantity, as well as its source and destination locations.

Step 3: Provide Approval

After you review the transfer details in Step 2, you will find a button to grant approval (e.g., an **"Approve"** button) **within that detail page**. Click the appropriate button to complete the review process.

Workflow & Integrated Business Process

1. A Bin Transfer document is created and confirmed by a warehouse staff.
2. The document automatically enters the queue in this **Inbox**.
3. A Warehouse Head or manager reviews and approves it.
4. After approval, the system will finally update the stock records: **decreasing the stock in the Source Bin and increasing the stock in the Destination Bin**.

Tips & Important Notes

- This approval process is an important control step to ensure all goods movements within the warehouse are recorded accurately and legitimately.
- This is an important module for the **Warehouse Head** to validate all goods movement activities carried out by their team.

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