

Bin Transfer Report

Report Module Guide: Bin Transfer Report

Module Location

Inventory > Reports > Transaction > Bin Transfer Report

Module Objective

The **Bin Transfer Report** module is used to generate a historical report that details all goods transfer activities between storage locations (bins) within the warehouse. This report is used to track and audit all internal stock movements.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Location:**

- Select **All** to display transfers in all locations, or **Selected** to focus on one or more specific locations.

- **Transfer Date:**

- Specify the date range of the transfer transactions in the **From** and **To** fields.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the date range and the location filter (if needed).

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report is a list of all bin transfer transactions that match your filters.

This report displays important details such as:

- **Bin Transfer Number**: The transfer document number.
- **Item Code** and **Item Name**: The goods that were moved.
- **Bin Source**: The origin location of the goods.
- **Bin Destination**: The destination location of the goods.
- **Qty**: The quantity of goods moved.

Tips & Important Notes

- This report is a recapitulation of the data managed in the **Bin Transfer** module.
- Use this report for **audit purposes** to ensure all physical goods movements within the warehouse have been correctly recorded in the system.
- This is an important operational report for the **Warehouse Head and the Internal Audit Team**.

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