# Bin Transfer

## Module Guide: Bin Transfer

### Module Location

Inventory > Warehouse Management > Bin Transfer

### Module Objective

The **Bin Transfer** module is a transactional module used to record the physical movement of goods from one storage location (Source Bin) to another storage location (Destination Bin) within a warehouse or between warehouses. This module is crucial for maintaining the accuracy of stock location data in the system so that it matches the physical location of the goods.

## 1. Main View (Transfer List)

The main page of this module displays a list of all bin transfer transaction documents that have been created.

### View Explanation

- **View**: This page is a history of all goods movement activities. You can see the **Doc. Number, Transfer Date, Source Bin Code,** and **Destination Bin Code** for each transaction.

- **Filters**: You can search for a specific transfer document by **Doc. Number** or a date range.

### Button Functions

- **[New]**: The primary button to create a new bin transfer document.

# 2. Steps to Perform a Bin Transfer

### Step 1: Create a New Document

From the Main View, click the **[New]** button to open the **New Document** form.

### Step 2: Fill in General Information

On the form that appears, fill in the basic information:

- **Transfer Date**: Enter the date the physical transfer was performed.
- **Method**: Choose the input method, whether **Manual** or using a **Barcode** to scan the goods.

### Step 3: Detail the Items Being Moved

1. In the table below, click the **[+ Add Item]** link to add a row.
2. Select the **Item/Service Code** to be moved.
3. Specify the **Source Bin** and the **Destination Bin**.
4. Enter the **Transfer Quantity** of the goods being moved.

### Step 4: Confirm the Transfer

After all the moved items have been entered, click the **[Confirm]** button to process the transaction.

### Workflow & Integrated Business Process

- **Impact**: After the transfer document is confirmed and approved, the system will automatically update the stock quantity records in both locations:
    - Stock in the **Source Bin** will decrease.
    - Stock in the **Destination Bin** will increase.
- **Approval**: A document that has been confirmed will likely go to an **Inbox** to be validated by the Warehouse Head before the stock change becomes final.

# Tips & Important Notes

- This module is crucial for maintaining the accuracy of stock location data. Always create a transfer document every time there is a physical movement of goods between racks, between areas, or between warehouses.
- Using the **Barcode** method can speed up and reduce input errors when processing large quantities of item transfers.
- This is a daily work module for the **Logistics and Warehouse teams**.

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