Consignment Item Transfer Inbox

Module Guide: Consignment Item Transfer Inbox

Module Location

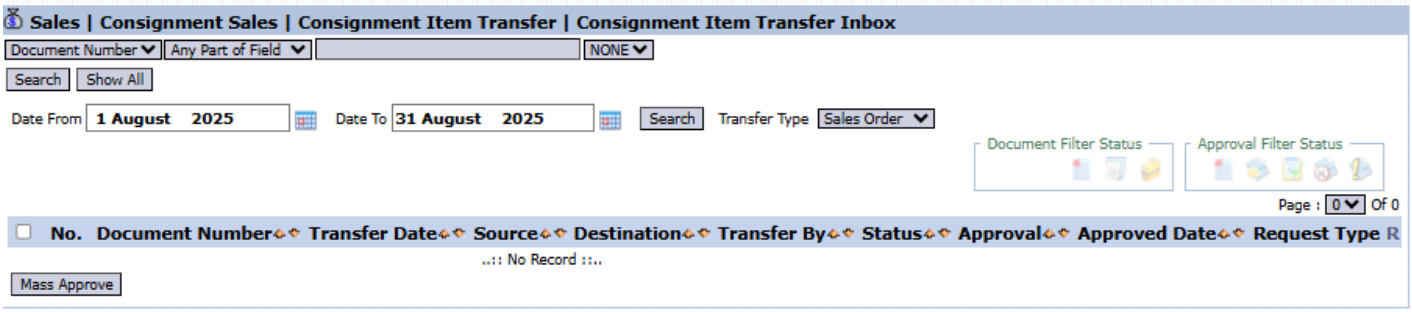
Sales > Consignment Sales > Consignment Item Transfer > Consignment Item Transfer Inbox

Module Objective

The **Consignment Item Transfer Inbox** module serves as the approval center for all **Consignment Item Transfer** documents that have been submitted. This module is used by a superior or manager to conduct a review and provide approval before the consignment stock transfer is officially recorded in the system.

1. Main View (Transfer Request List)

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



View Explanation & Filters

This page provides a summary of all consignment item transfers that are awaiting approval.

- **Filters**: You can search for a specific document by **Document Number**, **Transfer Type**, or a date range (**Date From / Date To**).
- **Request List**: The table below will display all documents awaiting action. The table currently shows "...No Record...".

Column Explanation

- **Document Number**: The unique number of the submitted transfer document.
- **Transfer Date**: The date the item transfer was proposed.
- **Source / Destination**: Shows the source and destination locations of the transfer.
- **Status / Approval**: Icons that indicate the document's status and the approval process status.

Button Functions

- **Mass Approve**: The main action button to approve one or more selected transfer documents simultaneously.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Consignment Item Transfer Inbox** module to see the list of transfer documents that require approval.

Step 2: Review the Transfer Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check all the information that has been input, such as the product details, quantity, as well as the source and destination locations.

Step 3: Provide Approval

After you have reviewed and are certain about the submitted transfer data:

1. Return to the main **Inbox** page.
2. Check the box in the leftmost column for one or more rows you wish to approve.
3. Click the **Mass Approve** button located in the bottom-left section of the page to process the approval. 

3. Workflow & Integrated Business Process

1. **Submission**: A user creates a document in the **Consignment Item Transfer** module and clicks **Confirm**.
2. **Entering the Queue**: The confirmed document automatically enters the queue in this **Consignment Item Transfer Inbox** module.
3. **Review & Approval**: A manager or approver opens this module, reviews, and provides approval.

4. **Inventory Update**: After approval, the item transfer becomes official, and the system will update the inventory records to reflect the new location of the consignment stock.

Revision #1
Created 6 August 2025 10:09:18 by Sayu
Updated 6 August 2025 10:15:26 by Sayu