Consignment Item Transfer

Module Guide: Consignment Item Transfer

Module Location

Sales > Consignment Sales > Consignment Item Transfer

Module Objective

The **Consignment Item Transfer** module is used to record and manage the movement or transfer of consignment stock that is already at a customer's location. It is used for transactions such as moving goods from one customer branch to another, or for the process of returning unsold consignment goods from the customer back to the company's warehouse.

1. Main View (Transfer List)

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



View Explanation & Filters

This page is for viewing and managing all consignment item transfer transactions.

- **Filters**: You can search for a specific document by **Document Number**, **Transfer Type**, **Item Category**, or a date range (**Date From / Date To**).

- **Transfer List**: The table below will display all transfer documents that match the filters, with columns such as **Document Number**, **Request Date**, **Source**, **Destination**, and **Status**.

Button Functions

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

- **Delete**: To delete a selected document.

- **Print**: To print the details of a transfer document.

2. Steps to Create a Transfer Document

Step 1: Create a New Document

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



Step 2: Fill in Transfer Information

On the form that appears, fill in the general transfer information:

- **Consignment Sales**: Select the original Consignment Sales Order reference that is related to the stock being moved.



- **Transfer From / Transfer To**: Define the source location (**Transfer From**) and the destination location (**Transfer To**) of

the goods being moved.



- **Transfer Date**: Enter the date the item transfer is performed.



Step 3: Detail the Items being Transferred

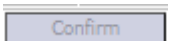
In the detail table at the bottom, the system will display the items available at the source location.

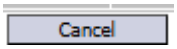
- Fill in the **Transfer Quantity** column with the number of goods to be moved for each item.

Step 4: Save and Confirm

After all data is filled in, use the buttons in the bottom-left section:

- **Save**: To save the transfer document as a draft. 

- **Confirm**: To finalize the document. 

- **Cancel**: To cancel the entry. 

Tips & Important Notes

- This module is used to manage the movement of consignment stock that is already **outside of the company's main warehouse**.
- Ensure the **Transfer From** and **Transfer To** locations are correct to maintain the accuracy of your consignment stock location data.

- A document that has been **Confirmed** will become the basis for adjusting the inventory records regarding the location of your consigned goods.

Revision #1
Created 6 August 2025 09:56:44 by Sayu
Updated 6 August 2025 10:05:38 by Sayu