# Inventory Transformation Inbox

## Module Guide: Inventory Transformation Inbox

### Module Location

Inventory > Inventory Adjustment > Inventory Transformation Inbox

### Module Objective

The **Inventory Transformation Inbox** module serves as the approval center for all **Inventory Transformation** transactions that have been submitted. Every transformation process (such as rework or kitting) must be reviewed and approved here by an authorized manager before the stock movements (reducing input and increasing output) are officially recorded in the system.

## 1. Main View (Document List)

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

### View Explanation

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

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

**Request Date, Document Status,** and **Approval**.

# 2. Approval Process Steps

The following is the standard workflow for an approver.

### Step 1: Access the Inbox

Open the **Inventory Transformation Inbox** module to see the list of transactions that require approval.

### Step 2: Review the Transaction Details

Click on one of the rows in the table to open the detail view of the transformation transaction. In the detail page, you can check all the information, such as the input items used, the output items produced, as well as their quantities and costs.

### Step 3: Provide Approval

After you review the transaction 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. An Inventory Transformation document is created and confirmed.
2. The document automatically enters the queue in this **Inbox**.
3. A manager reviews and approves it.
4. After approval, the system will finally process the stock movements: **reducing the input stock and increasing the**

**output stock**.

# Tips & Important Notes

- This approval process is an important control step to ensure all inventory transformation processes are valid and recorded correctly.
- This module is typically accessed by a **Warehouse Manager or Production Manager**.

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