

# Item Transfer Tracking Report

## Report Module Guide: Item Transfer Tracking Report

### Module Location

Inventory > Reports > Item Transfer Tracking Report

### Module Objective

The **Item Transfer Tracking Report** module is used to generate a report that tracks or traces item transfer activities, both **In** and **Out**. This report provides a detailed view of stock movements between warehouses or locations.

## 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:

- **Inventory:**

- Select the type of movement you wish to see:
- **In:** To only display goods receipt transactions.
- **Out:** To only display goods shipment transactions.
- **All:** To display both types of transactions.

- **Transfer Date:**

- Specify the transaction date range in the **From Date** and **To date** fields.

## 2. Steps to Generate the Report

### Step 1: Set Report Parameters

Define the parameters you need, especially the movement type (In/Out) and the date period.

### 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 item transfer transactions according to the filters you have selected.

- **Report Structure:** This report likely has two parts or different formats depending on whether you are viewing 'in' or 'out' data. Its columns will detail each transaction, including **Warehouse shipment number, Transfer Date, Shipped from, Item/Service Code, Quantity, and Total Price.**

# Tips & Important Notes

- Use this report to audit and reconcile all stock movements between locations in a specific period.
- This report provides good **traceability** for every item that moves from one warehouse to another.
- This is an important report for **Warehouse Managers and Internal Audit Teams**.

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