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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