

Section Transfer Inbox

Module Guide: Section Transfer Inbox

Module Location

Production > Factory Activity > Section Transfer > Section Transfer Inbox

Module Objective

The **Section Transfer Inbox** module serves as the approval center for all **Section Transfer Form (STF)** documents. Every transaction involving the movement of Work-in-Process (WIP) goods from one section to another must be reviewed and approved here by authorized personnel before the stock movement between production sections is considered final and official.

1. Main View (Transfer List)

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

View Explanation

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

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

Shipment Date, From Section, To Section, and Document Approval.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Section Transfer Inbox** module to see the list of transfers that require approval.

Step 2: Review the Transfer Details

Click on one of the rows in the table to open the detail view of that STF. In the detail page, you can check all the information, such as the output item produced, the input items consumed, and their quantities.

Step 3: Provide Approval

After you review the transfer 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. A Section Transfer document is created and submitted from the production floor.
2. The document automatically enters the queue in this **Inbox**.
3. A manager or supervisor reviews and approves it.
4. After approval, the system will finally process the stock movements: **reducing the input stock and increasing the**

output (WIP) stock in their respective sections.

Tips & Important Notes

- This approval process is an important control step for **validating the production output** from each stage and ensuring the accuracy of **WIP inventory data**.
- This module is typically accessed by a **Production Supervisor or Production Manager**.

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