Warehouse Transfer Receipt

Module Guide: Warehouse Transfer Receipt

Module Location

Inventory > Warehouse Transfer > Warehouse Transfer Receipt

Module Objective

The **Warehouse Transfer Receipt** module is the third and final step in the warehouse transfer workflow. Its purpose is to confirm the receipt of goods at the destination warehouse. After the goods shipped from the source warehouse arrive, this module is used to record the physical receipt, which will complete the transfer process and officially add the quantity of goods to the receiving warehouse's stock.

1. Main View (Receipt List)

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

View Explanation

- **View**: This page is a history of all goods receipt documents resulting from a transfer. You can track documents by **Receipt Number, Request Number,** and **Shipment Date**.
- **Filters**: You can search for a specific document by number or **Item/Service Category**.
- **Action Buttons**:

- **[New]**: The primary button to start the process of recording a transfer goods receipt.

2. Steps to Confirm Goods Receipt

Step 1: Create a New Receipt Document

From the Main View, click the **[New]** button to open the **Add Receipt** form.

Step 2: Select the Shipment Document

On the form that appears, in the **WHTDocNo** (Warehouse Transfer Document Number) field, search for and select the original shipment document number (that is, the Delivery Order document from the source warehouse).

Step 3: Verify and Input the Received Quantity

1. After you select the document, the system will display the details of the shipped items in the table below, along with the **Approved Quantity** (the quantity that was shipped).

2. Perform a physical count of the goods you have just received.

3. Enter the result of that physical count into the **Quantity Received** column.

Step 4: Confirm the Receipt

After ensuring the received quantity is correct, click the confirmation button (not visible, usually **Save** or **Confirm**) to finalize the receipt process. The stock at your location will now be officially increased.

Workflow & Integrated Business Process

- This module is the **third and final step** of the transfer process, after the **Warehouse Transfer Request** and the **Warehouse Transfer (Shipment)**.

- With the confirmation of receipt here, the **"in-transit"** status of the goods will be removed, and the quantity of goods officially becomes part of the available stock in the destination warehouse.

Tips & Important Notes

- Always ensure the **Quantity Received** is filled in according to the physical quantity you counted to identify any lost or damaged goods during transit.

- This is a very important daily work module for the **Warehouse Operator** at the receiving location to complete the goods transfer cycle.

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