Warehouse Transfer Report

Report Module Guide: Warehouse Transfer Report

Module Location

Inventory > Warehouse Transfer > Warehouse Transfer Report

Module Objective

The **Warehouse Transfer Report** module is used to generate a comprehensive historical report of all goods transfer activities between warehouses. This report tracks the entire transfer cycle, from shipment at the source warehouse to receipt at the destination warehouse, making it ideal for auditing and reconciling internal stock movements.

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:

- **Show destination / Destination Bin**:
  - Filter the report to only display transfers destined for a specific warehouse or bin.
- **Period**:

- Specify the date range of the transfer transactions you wish to see, from the **From** date to the **To** date.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the date range and the destination filter (if needed) to focus the report on the data you wish to analyze.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the warehouse transfer 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 will be a complete list of all warehouse transfer transactions within the selected period.

This report tracks the workflow from start to finish by displaying key columns such as:

- **Shipping Whs. & Qty. Shipped**: Information from the source warehouse, showing who shipped and how much quantity was shipped.

- **Receiving Whs. & Qty. Received**: Information from the destination warehouse, showing who received and how much quantity was received.

By comparing **Qty. Shipped** and **Qty. Received**, you can quickly identify any differences or discrepancies that occurred during the transfer process.

Tips & Important Notes

- This report is a recapitulation of the entire workflow recorded in the **Warehouse Transfer (Shipment)** and **Warehouse Transfer Receipt** modules.

- Use this report for **monthly audits** to ensure all shipped goods have arrived at their destination with the correct quantity.

- This is a crucial control report for **Logistics Managers and Internal Audit teams**.

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