

# Transfer out and Transfer in

Product can be transferred between warehouses, transfer out and transfer in will record these transactions.

New transfer out:

Inventory > Transfer > Trf out

(1) Default transfer out date = today, allow user to change

Transfer

Search Trf out Trf In

Date 30-May-2018

Prepared by : Ivy (beauty)

(2) Select Out and In warehouse

Trf Out Warehouse Office

Trf In Warehouse Central

(3) Input product code

Code 1111

Item Hidroelastin 彈性水份面膜, pcs

(4) Input transfer out quantity

Transfer out quantity

5

(5) Input remarks or select standard remarks as needed

Std Remarks

Maximum 200 characters

Total item count : 1  
Total quantity : 5

PRINT & OK OK

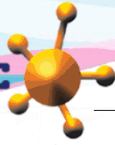
Cancel

(6) Press <Print & OK> or <OK> to issue transfer out

Close

When the transfer out is completed, product will be deducted from transfer out warehouse.

This represent product had been moved out from the transfer out warehouse and in the state of stock in transit.



When product arrived the transfer in warehouse, user should prepare Transfer in.

New transfer in:

Inventory > Transfer > Trf in

Transfer

Search Trf out **Trf In**

(1) Default transfer in date=today

Date: 30-May-2018

Transfer in warehouse: Central Office TST

(2) Default user warehouse, allow to change

Transfer out warehouse: All warehouse Central Office TST

(3) System default select all warehouse, allow user to change

(4) Press <Submit> to display related transfer out

Submit Reset

Transfer in

Prepared by: Ivy (beauty)  
Date: 30-May-2018  
Transfer in warehouse: Central

Transfer out warehouse: Office

(5) Select appropriate transfer out

Transfer out warehouse	Transfer out no	Date
Office	ITO-00017	30-May-2018

Date: 30-May-2018  
Transfer to: Central  
Transfer from: Office

Prepared by: Ivy (beauty)  
Reference number: ITO-00017

Code	Item	Transfer in quantity
1111	Hydroelastin 彈性水份面霜, pcs	5

(6) Confirm the transfer in product and quantity is correct

Std Remarks

Total item count: 1  
Total quantity : 5

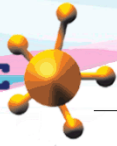
PRINT & OK OK

Cancel

(7) Press <Print & OK> or <OK> to issue transfer in

Close





Search transfer out and transfer in record:

Inventory > Inquiry > Inventory transactions inquiry

Inventory transactions inquiry

Product	<input type="text" value="1111"/> <small>Input one product code</small>	Input search criteria, select the transaction type is Transfer in and Transfer out. Press <Submit> to display the created transfer record.
Period	From <input type="text" value="1"/> / <input type="text" value="May"/> / <input type="text" value="2018"/> to <input type="text" value="30"/> / <input type="text" value="May"/> / <input type="text" value="2018"/> <input type="button" value="Quick select"/>	
Warehouse	All Central Office TST Stock in Transit	
Transaction type	All (Not include transfer in) Goods receipt Sales Adjustment Consumption <b>Transfer in</b> Collection <b>Transfer out</b> Stock take Exchange return Repack	

Inventory transactions inquiry

Code	1111	Name	Hidroelastin 彈性水份面膜
Unit	pcs	Product category	General product
Warehouse	All	Description	
Period	1-May-2018 - 30-May-2018	Transaction type	Transfer in, Transfer out

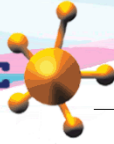
Date	Warehouse	Document	Transaction type	Quantity
30-May-2018	Office	ITO-00017	Transfer out	-5
30-May-2018	SIT	ITO-00017	Transfer out	5
30-May-2018	Central	ITI-00015	Transfer in	5
30-May-2018	SIT	ITI-00015	Transfer in	-5
30-May-2018			Balance c/f	0

Page  of 1 pages

Back |  |

Record can be print and excel

Close



View transfer report:

Inventory > Report > Transfer report

Inventory report

List

Transfer report	
Transfer out	All Central Office
Transfer in	All Central Office
Period	From 1 / May / 2018 to 31 / May / 2018 This month
Transfer no	From to
Product category	All A Body product
Brand	All Brand A Brand B
Division	All Body Eye
Product code	From to or
Nature	All
Prepared by	All cobi ng (MK001) Ivy (beauty)
Sorted By	Transfer no Descending
Sorted By	Product code Ascending
Sorted By	-----

Input search criteria,  
press <Submit> to view report.

Submit Reset Cancel Excel

HKB2B training system  
Transfer report

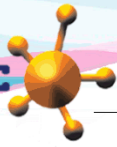
Print On : 30-May-2018  
Prepared by : beauty  
Page : 1 of 1

Transfer no : All Category : All Nature : All  
 Transfer out : All Division : All Prepared by : All  
 Transfer in : All Brand : All Sorted By : Transfer no (Descending) / Product code (Ascending)  
 Period : 30-May-2018 - 30-May-2018 Product : All

Date	Transfer no	Product code	Product name	Category	Brand	Division	Transfer out	Transfer in	Quantity	Prepared by	Status
30-May-2018	ITO-00017	1111	Hidroelastin 彈性水份面霜	General product			Office	Central	5	Ivy (beauty)	Transfer out(Completed)
30-May-2018	ITI-00015	1111	Hidroelastin 彈性水份面霜	General product			Office	Central	5	Ivy (beauty)	Transfer in
									<b>Total quantity</b>	<b>10</b>	

Back Print Excel

Record can be print and excel



Setup transfer:

Inventory > Setup > Transfer setup

Inventory setup

Select <Control>, when transfer in date earlier than transfer out date, system will display alert.

Select <Control>, user cannot edit product and quantity at transfer in.

Transfer setup	
Control transfer in date cannot earlier than transfer out date (Document date)	<input checked="" type="checkbox"/> Control
Control transfer in cannot add product, cannot remove product and cannot edit transfer quantity	<input checked="" type="checkbox"/> Control
At shop request, sales quantity reference period	<input type="text" value="1"/> days (Minimum=1 day)

Press < Submit> to save

Submit

Reset

Setup transfer standard alert:

Master > General setting > Remark > New

General settings

Config Payment **Remarks** Analysis

New remark

Type	<div style="border: 1px solid gray; padding: 5px;">                 Booking                  Cashier                  Exchange return                  Swap                  Backorder                  Settlement                  Goods receipt  <b>Transfer in</b>  <b>Transfer out</b>                  Adjustment                  Consumption                  Stock take                  Shop request                  Repack                  Finish booking                  Progress sheet                  Item remark                  Attendance remark             </div>	<div style="border: 1px solid black; padding: 10px; margin-top: 20px;">                 (1) Select the type of transfer in and transfer out             </div>
Remark	<div style="border: 1px solid gray; height: 80px; width: 100%;"></div> <p style="font-size: small; margin-top: 5px;">(Maximum 4000 characters)</p>	

(2) Input remark

(3) Press <Submit> to create remark

Submit

Reset

Cancel