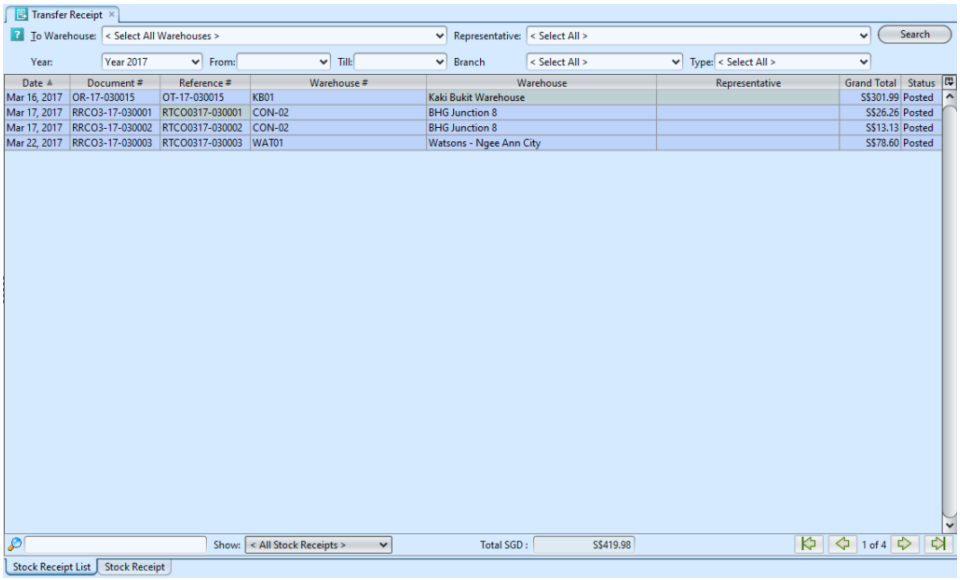
Transfer Receipt

The Transfer Receipt view allows user to process stocks receipt for receiving warehouse of a stock transfer order. Below are available actions for the user from ***“Transfer Receipt”*** view:

- Process transfer receipt

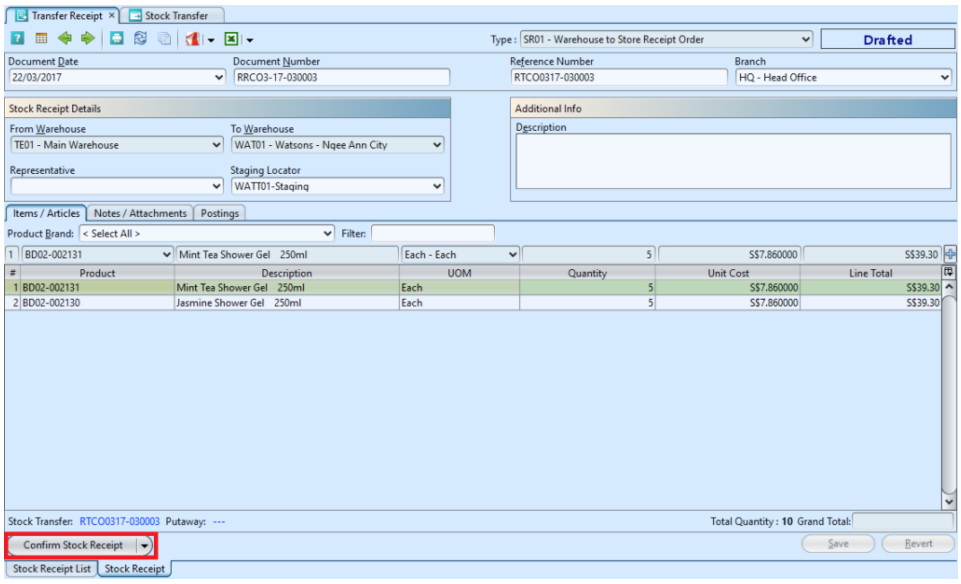


Field Description	Description	Mandatory Information
Document Type	Type of the document	Y
Document Date	Self-Explanatory	Y
Document Number	Self-Explanatory	Y
Reference Number	Self-Explanatory	N
Branch	Which office or store	Y
From Warehouse	Self-Explanatory	Y
To Warehouse	Self-Explanatory	Y
Representative	Self-Explanatory	N
Staging Locator	Where the items is located	Y
Description	Free text field- user can write additional info	N
Item /Articles	Self-Explanatory	Y
Notes / Attachments	User can attached documents, photos…etc.	N
Posting	View the journal entry posting in accounts for this document transaction	N
Product Brand	Select product brand(s) to filter products	N
Filter	Enter keyword(s) to filter / search for products	N
Product	Product code of the item	Y
Description	Description of the item	N
UOM	Type of the item (Unit of Measure)	Y
Quantity	Number of quantity of the item to transfer	Y
Unit Cost	Cost per item	Y
Line Total	Total cost for the transferred product	Y
Grand Total	Total cost for all the items on the stock transfer	Y

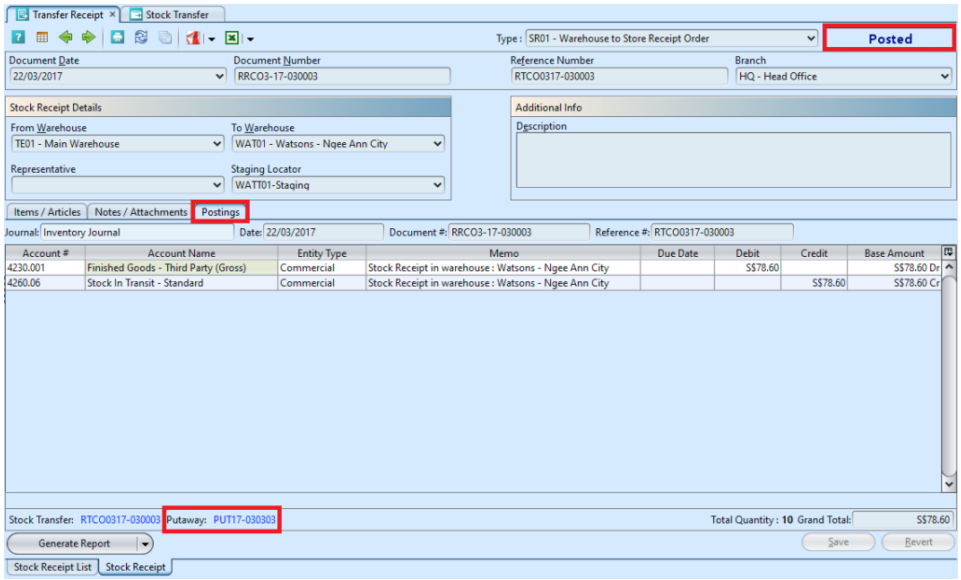
Process Transfer Receipt:

1. Transfer receipt document is created from ***Inventory – (Logistic) Stock Transfer*** when the stock transfer document was posted. User can open the corresponding stock transfer receipt from stock transfer document view or select from list of stock (transfer) receipt and double click on the document to process

2. Click on ***"Confirm Stock Receipt"*** button at the bottom of screen to confirm the stock receipt.



3. Click on ***"Post Stock Receipt"*** button at the bottom left of screen to post the Transfer Receipt. A link to Putaway document will show up above "***Generate Report***" button after the posting. "***Postings***" tab will be automatically fill up with journal entries of the Transfer Receipt


Transfer Receipt
Stock Transfer
Type : SR01 - Warehouse to Store Receipt Order
Posted
Document Date
22/03/2017
Document Number
RRCO3-17-030003
Reference Number
RTCO0317-030003
Branch
HQ - Head Office
Stock Receipt Details
From Warehouse
TE01 - Main Warehouse
To Warehouse
WAT01 - Watsons - Ngee Ann City
Representative
Staging Locator
WATT01-Staging
Additional Info
Description
Items / Articles
Notes / Attachments
Postings
Journal: Inventory Journal
Date: 22/03/2017
Document #: RRCO3-17-030003
Reference #: RTCO0317-030003
Account # | Account Name | Entity Type | Memo | Due Date | Debit | Credit | Base Amount
4230.001 | Finished Goods - Third Party (Gross) | Commercial | Stock Receipt in warehouse : Watsons - Ngee Ann City | | S$78.60 | | S$78.60 Dr
4260.06 | Stock In Transit - Standard | Commercial | Stock Receipt in warehouse : Watsons - Ngee Ann City | | | S$78.60 | S$78.60 Cr
Stock Transfer: RTCO0317-030003
Putaway: PUT17-030303
Total Quantity : 10 Grand Total: S$78.60
Generate Report
Save
Revert
Stock Receipt List
Stock Receipt