

User Manual

Transfer Internal

Project:

ODOO Implementation for PT Canopus Konverta Industri

Created by:

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Created on:

25 Februari 2025

Approval		Department	Sign	Date
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Document Change History

Release Date	Revision Number	Action Taken (Add/Del/ Change)	Revision Description
25 Feb 2025	0.0	Initial Document	

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1 Deskripsi

Internal Transfer adalah proses pemindahan barang dari satu gudang ke gudang lain dalam sistem Odoo. Proses ini digunakan untuk mengelola pergerakan stok internal tanpa melibatkan transaksi pembelian atau penjualan, memastikan ketersediaan barang di lokasi yang sesuai dengan kebutuhan operasional perusahaan.

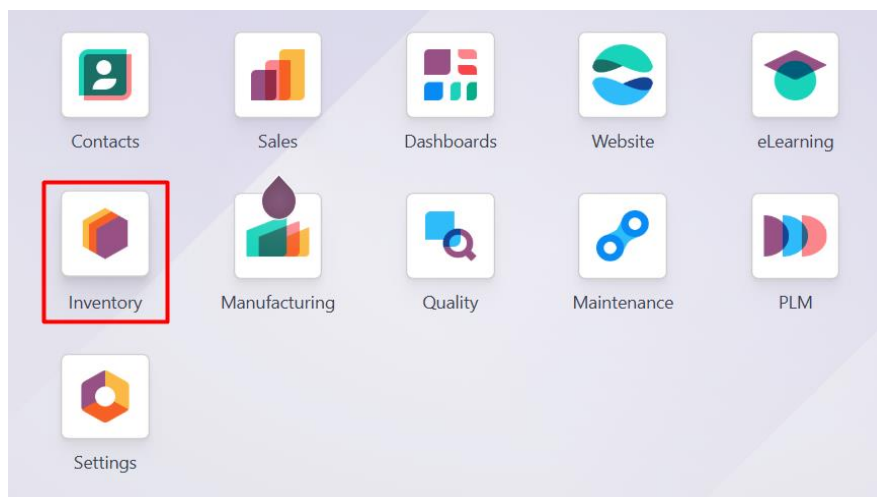
2 Tujuan

Panduan ini bertujuan untuk memberikan pemahaman kepada pengguna mengenai cara melakukan pemindahan barang antar gudang tercatat dengan akurat dalam system Odoo

3 Transaksi

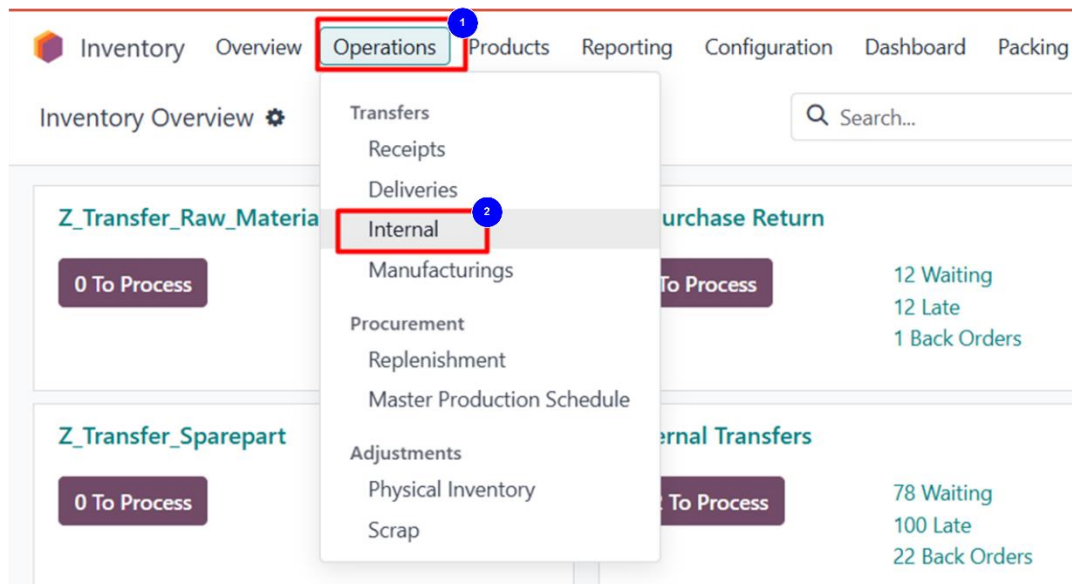
3.1 Internal Transfer

- ❖ Pilih menu Inventory

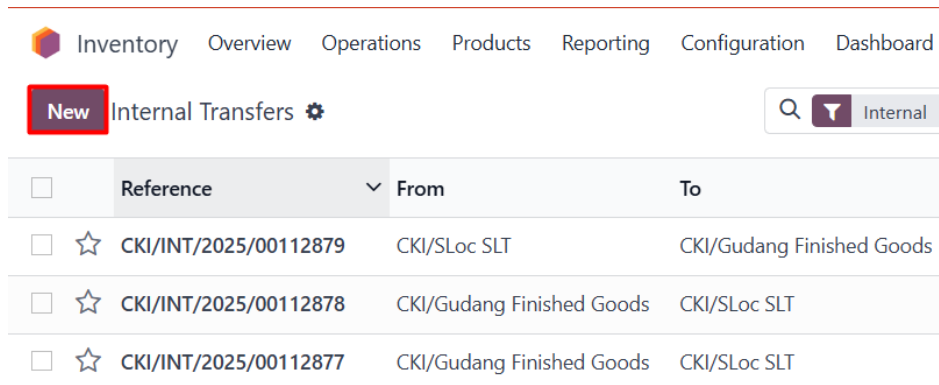


❖ Langkah-langkah memilih operasi transfer internal:

1. Pilih Operation.
2. Pada submenu Transfer, pilih Internal.



❖ Pilih New



❖ Pada tampilan Internal Transfer, ikuti langkah-langkah berikut:

1. Inputkan Source Location
2. Inputkan Destination Location
3. Inputkan Product
4. Inputkan Demand
5. Inputkan **WO Number** (wajib diisi untuk Internal Transfer dalam proses produksi)

Inventory Overview Operations Products Reporting Configuration Dashboard Packing Scraping

New Internal Transfers /   Detailed Operations

Mark as Todo Validate Print Labels Cancel Draft Waiting Ready

Contact Scheduled Date ? 10-Feb-2025 21:08:01

Operation Type PT Canopus Konverta Industri: Internal Transfer Source Document ? e.g. PO0032

Source Location CKI/Receiving Area WO Number

Destination Location CKI/Gudang Raw Material

Operations Additional Info Note

Product	Packaging	Sub Qty	Demand Unit
[RI1J-000028] Ink Lamiall BROWN KAPTEN CKI	Can	0.00	15.00 kg

❖ Pilih Mark as Todo

Inventory Overview Operations Products Reporting Configuration Dashboard Packing Scraping

New Internal Transfers CKI/INT/2025/00112844  Detailed Operations

Mark as Todo Validate Print Labels Cancel Draft Waiting Ready

☆ CKI/INT/2025/00112844

Contact Scheduled Date ? 10-Feb-2025 21:08:01

Operation Type PT Canopus Konverta Industri: Internal Transfer Source Document ? e.g. PO0032

Source Location CKI/Receiving Area WO Number

Destination Location CKI/Gudang Raw Material

Operations Additional Info Note

Product	Packaging	Sub Qty	Demand Unit
[RI1J-000028] Ink Lamiall BROWN KAPTEN CKI	Can	0.00	15.00 kg

❖ Pilih garis tiga untuk menentukan Lot/Serial Number

New Internal Transfers CKI/INT/2025/00112844 ⚙️ Detailed Operations

Check Availability Validate Print Labels Cancel Draft **Waiting** Ready Done

☆ CKI/INT/2025/00112844

Contact Scheduled Date? 10-Feb-2025 21:08:01

Operation Type PT Canopus Konverta Industri: Internal Transfers Source Document? e.g. PO0032

Source Location CKI/Receiving Area WO Number

Destination Location CKI/Gudang Raw Material

Operations Additional Info Note

Product	Packaging	Sub Qty	Demand	Quantity	Unit	
[R11J-000028] Ink Lamiall BROWN KAPTEN CKI	Can	0.00	15.00	0.00	kg	  

❖ Tentukan stock movenya

Open: Stock move

Product [R11J-000028] Ink Lamiall BROWN KAPTEN CKI

Demand? 15.00 kg

Pick From	Store To	Source Package	Destination Pac...	Quantity	Unit of Measure
CKI/Receiving Area	CKI/Gudang Rav: 			15.00	kg
Add a line					
				15.00	

Save Discard

❖ Klik Validate

Inventory Overview Operations Products Reporting Configuration

New Internal Transfers CKI/INT/2025/00112854 ⚙️

Validate Print Print Labels Cancel

- ❖ Tampilan setelah melakukan Internal Transfer menunjukkan bahwa status telah berubah menjadi "Done"

Inventory Overview Operations Products Reporting Configuration Dashboard Packing Scraping

New Internal Transfers CKI/INT/2025/00112844 ⚙️

Traceability Detailed Operations Valuation

Print Labels Print Return Draft Waiting Ready **Done**

☆ **CKI/INT/2025/00112844**

Contact Scheduled Date ? 10-Feb-2025 21:08:01

Operation Type PT Canopus Konverta Industri: Internal Transfers Effective Date ? 10-Feb-2025 21:36:52

Source Location CKI/Raw Material Source Document ?

Destination Location CKI/Gudang Raw Material WO Number

Operations Additional Info Note

Product	Packaging	Sub Qty	Demand	Quantity	Unit
[RI1J-000028] Ink Lamiall BROWN KAPTEN CKI	Can	0.00	15.00	15.00	kg

- ❖ Hasil proses transfer internal dapat dilihat pada reporting locations

Inventory Overview Operations Products **Reporting** Configuration Dashboard Packing

New Inventory at Date Locations ⚙️

Stock
Locations
Moves History
Move Analysis
Valuation
Inventory Aging
Performance
Laporan MRP
Report ASF

Date	Location	Product	Packaging	Hand Q...	Reserved
26-Feb-2025...	CKI/SLoc PR...	[RA1A0-000...		220.00	
26-Feb-2025...	CKI/SLoc PR...	[RA1A0-000...		200.00	
20-Feb-2025...	CKI/Gudang ...	[FG01-00005...	PAC	1.00	
20-Feb-2025...	CKI/Gudang ...	[FG01-00005...	PAC	1.00	

Inventory Overview Operations Products Reporting Configuration Dashboard Packing Scraping

New Inventory at Date Locations ⚙️

Internal Locations Lot/Serial Number Batch00002

Date	Location	Product	Packa...	Lot/Serial ...
10-Feb-2025...	CKI/Raw Material	[RI1J-000028] Ink Lamiall BROWN KAPTEN CKI		Batch00002
10-Feb-2025...	CKI/Gudang Raw Material	[RI1J-000028] Ink Lamiall BROWN KAPTEN CKI		Batch00002

3.2 Return Internal Transfer

- ❖ Langkah-langkah sebelum melakukan return internal transfer:
 1. Pastikan telah membuat dokumen internal transfer dibuat terlebih dahulu
 2. Pilih opsi Return untuk mengembalikan produk

Inventory Overview Operations Products Reporting Configuration Dashboard Packing Scraping

New Internal Transfers CKI/INT/2025/00112884

Traceability Allocation Detailed Operations Valuation

Print Labels Print **Return** Draft Waiting Ready Done

☆ CKI/INT/2025/00112884

Contact

Operation Type PT Canopus Konverta Industri: Internal Transfers

Source Location CKI/Receiving Area

Destination Location CKI/Gudang Raw Material

Scheduled Date ? 03-Mar-2025 15:25:26

Effective Date ? 03-Mar-2025 15:56:18

Source Document ?

WO Number

Operations Additional Info Note

Product	Packaging	Sub Qty	Demand	Quantity	Unit
[RI1E-000001] Ink Lamiall R Black 1000	Can	0.00	15.00	15.00	kg

- ❖ Langkah selanjutnya, ikuti prosedur berikut:
 1. Pilih lokasi pengembalian barang pada Return Locations
 2. Klik Search More untuk memilih opsi lokasi lainnya
 3. Klik Return untuk memproses pengembalian
- ❖ Saat melakukan return internal transfer, produk akan dikembalikan ke sloc sebelumnya

Reverse Transfer

Product	Quantity	Unit of Measure
[RI1E-000001] Ink Lamiall R Black 1000	15.00	kg

Return Location CKI/Receiving Area

Return Cancel

CKI/Gudang Karantina

CKI/Gudang Retur

CKI/Receiving Area

Partners/Vendors

Search More...

System Administrator Transfer created

❖ Klik validate

Inventory Overview Operations Products Reporting Configuration Dashboard Packing Scraping

New Internal Transfers / CKI/INT/2025/00112884
CKI/INT/2025/00112885 ⚙️

Traceability Allocation Detailed Operat

Validate Print Print Labels Cancel Draft Waiting Rea

☆ CKI/INT/2025/00112885

Contact Scheduled Date ? 03-Mar-2025 16:09:29

Source Location CKI/Gudang Raw Material Effective Date ? 03-Mar-2025 16:45:28

Destination Location CKI/Receiving Area Source Document ? Return of CKI/INT/2025/00112884

WO Number

Operations	Additional Info	Note

Product	Packaging	Sub Qty	Demand	Quantity	Unit
[R1E-000001] Ink Lamiall R Black 1000	Can	0.00	15.00	15.00	kg

❖ Return berhasil dan sudah berstatus Done

Inventory Overview Operations Products Reporting Configuration Dashboard Packing Scraping

New Internal Transfers / CKI/INT/2025/00112884
CKI/INT/2025/00112885 ⚙️

Traceability Allocation Detailed Operations \$ Valuation

Print Labels Print Draft Waiting Ready Done

☆ CKI/INT/2025/00112885

Contact Scheduled Date ? 03-Mar-2025 16:09:29

Source Location CKI/Gudang Raw Material Effective Date ? 03-Mar-2025 16:45:28

Destination Location CKI/Receiving Area Source Document ? Return of CKI/INT/2025/00112884

WO Number

Operations	Additional Info	Note

Product	Packaging	Sub Qty	Demand	Quantity	Unit
[R1E-000001] Ink Lamiall R Black 1000	Can	0.00	15.00	15.00	kg