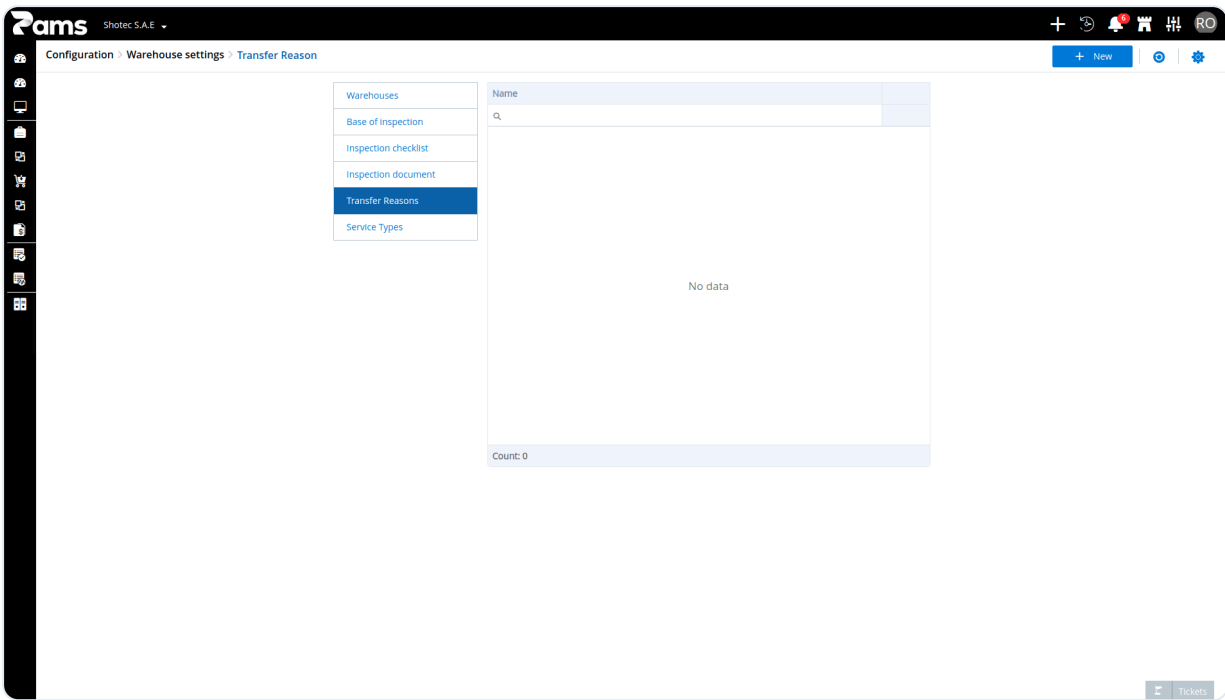


Transfer Reasons

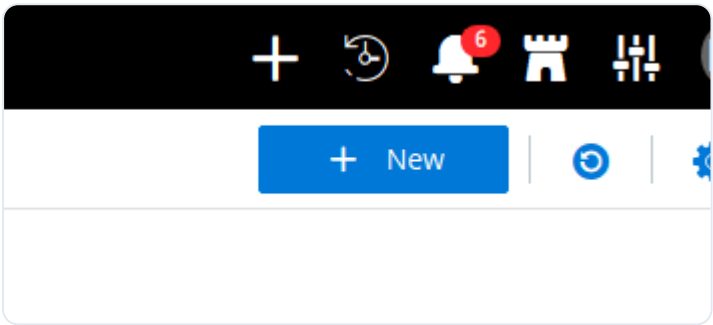
July 29, 2026

Transfer Reasons

Applications › Configurations › Warehouse Settings



Transfer Reasons — Configurations › Warehouse Settings › Transfer Reasons

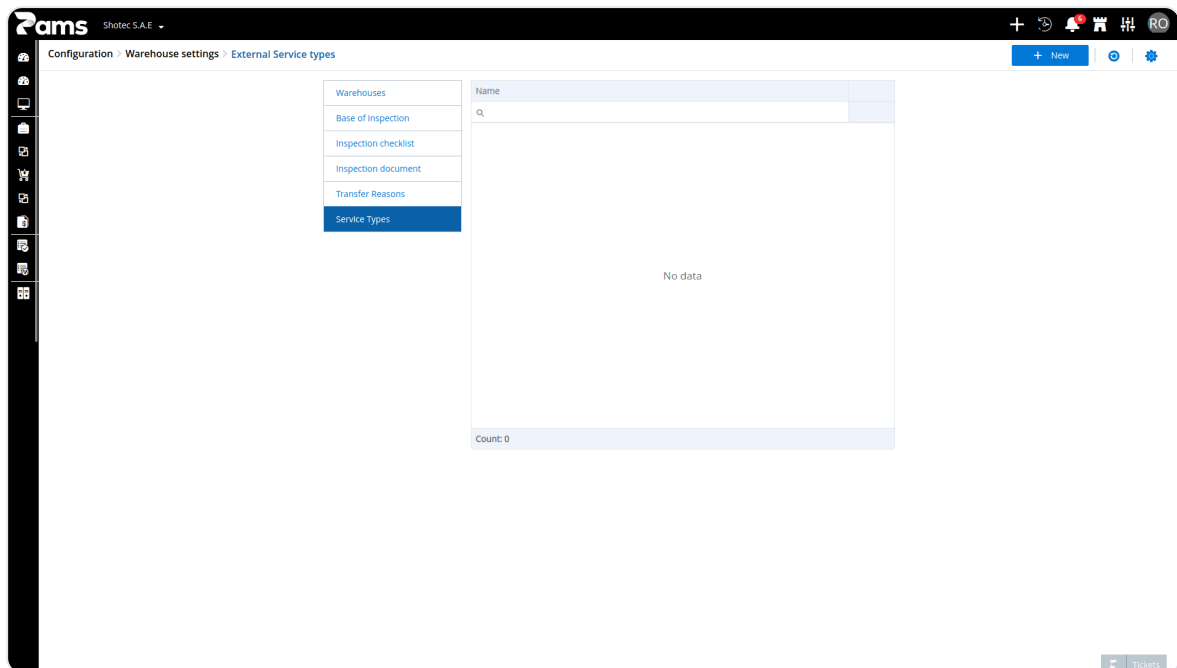


Overview

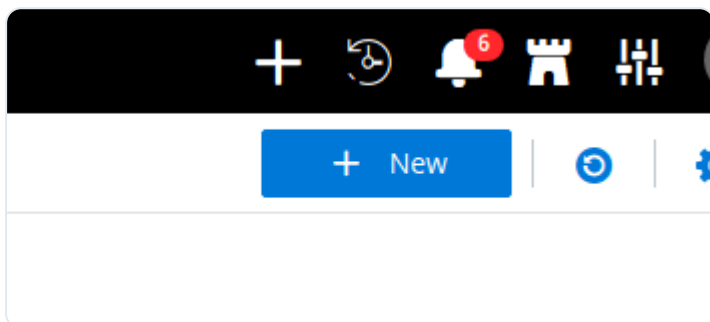
Transfer Reasons provides the Warehouse configuration view for reviewing and maintaining the available transfer-reason records. Warehouse and inventory users use this view when they need to locate an existing reason, begin adding a new entry, work with attached files, or export the displayed list. The screen includes a dedicated service-type view for working with the records shown in that stage.

Workflow

1. Open **Configurations**, then go to **Warehouse Settings > Transfer Reasons**.



Transfer Reasons — Configurations > Warehouse Settings > Transfer Reasons



2. Decide whether you need to work with the current list or narrow the displayed records.
 - To locate records by text, enter a value in **Search**.
 - Select **Apply filter** to apply the current filtering criteria.

- If you decide not to continue with the current filter action, select **Cancel**.

Note: The screen does not provide a status field or lifecycle options for transfer-reason records. Use the available search and filter actions to control which records are displayed.

3. Decide whether an existing record is suitable or a new entry is required.
 - If the required transfer reason is not available in the displayed results, select **New** to begin a new transfer-reason entry.
 - Complete the information presented in the resulting screen or prompt.
 - Select **Ok** when it is presented as the confirmation action for the entry.
4. Decide whether supporting documentation is required.
 - Use **Attach** to add or manage files associated with the current work.
 - Review attached items through **files[]** where they are displayed.
 - Use **Tickets** when you need to access the Tickets action available from this view.
5. Decide whether the displayed list must be shared or retained outside the application.
 - Apply the required search or filter first.
 - Select **Export** to export the currently displayed Transfer Reasons information.
6. Use **icn-update** or **icn icn-settings** only when these screen actions are required by your working procedure. The supplied view does not identify additional options or settings opened by these controls.

Service Types

The **service types** tab is the available stage view for Transfer Reasons. It displays transfer-reason entries in the service-type context and provides access to the same available list actions, including **Search**, **Apply filter**, **New**, **Attach**, **Tickets**, and **Export**.

Use this tab to locate and review the transfer-reason records relevant to the service-type view. No control in the supplied screen information identifies a movement of a record into or out of this tab, so treat it as a display and work area rather than a confirmed record-transition action.

Examples

A Warehouse user needs to prepare a list of transfer reasons that may relate to a customer return.

1. Open **Configurations > Warehouse Settings > Transfer Reasons**.
2. Open the **service types** tab.
3. Enter **Customer return** in **Search**.
4. Select **Apply filter** to display records matching the search value.
5. Review the returned records. If the required record is not available, select **New** and complete the entry using the fields presented by the application.
6. If supporting documentation is required for the work, select **Attach** and add the appropriate file.
7. Select **Export** to produce an external copy of the filtered list for review or recordkeeping.

The result is an exported, filtered view of the Transfer Reasons records matching the selected search term.

Tips

Tip: Apply filters before selecting **Export** so that the exported output is limited to the records relevant to the current task.

Tip: Use a specific search phrase in **Search** to reduce the number of records you need to review in the service-type view.

Troubleshooting

Symptom	Likely cause	Fix
No records are displayed after filtering.	The search value or applied filter does not match available records.	Revise the value in Search and select Apply filter again. If you do not want to continue with the filter action, select Cancel .
The required transfer reason cannot be found.	The reason may not be included in the currently displayed records.	Search for an alternative term, review the service types tab, or select New to begin creating a new entry.

Symptom	Likely cause	Fix
The exported list does not contain the expected records.	The list was exported with the current search or filter criteria applied.	Review Search and the active filter criteria, then select Apply filter before selecting Export again.

Related pages

- [Service Types](#)
- [Warehouse Product Types](#)
- [Configurations — Learning Path](#)
- [Base Of Inspection](#)
- [Inspection Document](#)
- [Warehouses](#)
- [Configurations — Overview](#)
- [2 Factor Authentication](#)
- [Account Managers](#)
- [Branches](#)
- [Flags](#)
- [Frequent Currencies](#)
- [Products](#)
- [Custom Fields](#)
- [Dashboard Settings](#)