



## Inventory Moves

SOP 226

Revision B, 10/30/2020

Approved by: Don Stanton

**PURPOSE:** Inventory moves can be performed from the main menu or within many inventory reports in DEACOM. The optimal process for moving inventory is to perform the move at the most specific level, such as from a locations or lots report. When performing the moves at the most specific level, the part number, source facility, source account, source location, source lot and balance fields are already selected. Multiple drop-down lists are available to select different values for these fields when reviewing a list with multiple lots/locations – but if selecting a specific lot the need to modify these is not necessary and potentially reduces the chance for mistakes.

### PROCESS STEPS:

1. Navigate to Inventory > Inventory Reporting > Report Type: Lots, Lots Summary, or Locations.
2. Enter additional information in pre-filter as desired (ex. for specific part in specific facility).
3. Click View.
4. Select Part Number and lot to be moved.
5. Select Move Inventory on the report results grid
6. Select whether we are moving this material **from** Inventory, Pending, Quarantine, or Staging.
7. Select whether we are moving this material **to** Inventory, QC Pending, Quarantine, or Staging.
8. Change date of move if necessary (defaults to today's date).
9. Enter Move Quantity.
  - a. NOTE: Move quantity cannot be changed when moving to or from QC Pending.
10. Select New Facility, New Location Type, New Location, and New Account (if necessary).
11. Enter Notes regarding the move.
12. Click Apply.

**NOTE:** Users can navigate to Inventory > Move Inventory to move inventory within the system. This requires user to know location and lot information to populate the filters in the Move Inventory screen. Using a Locations, Lots, or Lots Summary report is suggested.

### REVISIONS

Rev	Date	Change
I/R	3/16/18	New
A	3/20/18	Add step, Item change
B	10/30/20	Change to v16 Menu names