



## WMS -Moving Inventory

SOP 247

Revision I/R, 05/29/2018

Approved by: Don Stanton

**PURPOSE:** Use RF scanner to Move Inventory in DEACOM.

### PROCESS STEPS:

1. Sign onto the scanner and choose the correct facility
2. Select Move Inventory
3. Click Continue
4. Select which Inventory you wish to move:
5. **Scan the barcode label** to select a **Part Number** and **User Lot**
  - a. If you cannot scan a barcode label:
    - i. Enter **Part Number**
    - ii. Click the **Find** button to find the desired Lot
6. Enter/modify/select the following fields:
  - a. **Move qty** – how much you're moving
    - i. *Moving less than 'On Hand' (total Qty) will split the Lot*
  - b. **Scan Location Label**, or select **New loc type** and **New loc** for where this Lot will be stored.
  - c. **Move To** – select a new "status" (i.e. Quarantine) for the Lot
7. Click **Move** to complete the transaction
8. **Exit** cancels everything, with no moving sent to DEACOM
9. Click **OK** on the confirmation screen

### REVISIONS

Rev	Date	Change
I/R	03/19/2018	New