



Sub-inventories

A sub-inventory is a subdivision of an organisation representing either a physical area or a logical grouping of items such as a store-room or receiving dock. Every organisation needs at least one sub-inventory.

When an item is defined it is allocated to particular sub-inventories. If an item has a restricted list of sub-inventories you will only be able to transfer materials to those sub-inventories listed.

To see which sub-inventory an item is allocated to run the 'Item Definition Detail' report.

Transferring items in to and out of a Sub-inventory

To transfer items into and out of sub-inventories, you will need to know what items are stored in which sub-inventories and also the quantities thereof. To establish this information, you can run a report called 'Sub-inventory Quantities Report'.

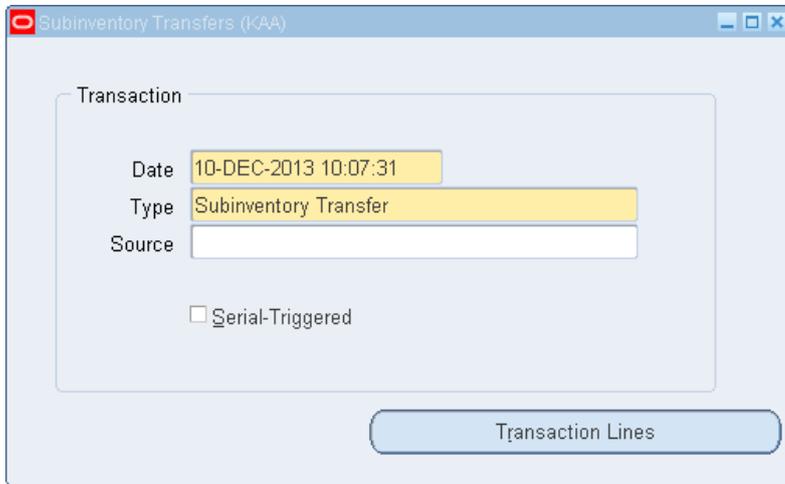
Responsibility: CAPSA XX: INV Stores Inquiry Responsibility
Navigate: Reports → Requests → Run

1. Once you have navigated above, the **Submit Request** screen displays.
2. In the name field type **Sub** and press **Tab** and the reports that match will be listed.
3. Click on **Sub-inventory quantities report** and click **OK**. The parameters screen and system items screen will display.
4. Complete the **Sub-inventory From** and **To** fields by clicking on the **List of Values**.
5. Complete the **Low** and **High** fields with the stock item code/s and click **OK**. Parameters screen will display, click **OK**.
6. The Submit Request screen displays. You may wish to view the report first before you print it. Click on **Options** and ensure copies are **0**. Check the printer that is set up as well and amend if required. Click **OK**.
7. Click **Submit** and the Requests screen will display.
8. Click **Refresh Data** to update the phase to show as completed.
9. Click **View Output**. If you wish to print the report, close out of the report so that the Requests screen displays. Navigate to **Tools, Reprint**, amend the copies and printer if required and then click **OK**.

Once you have identified the items you wish to transfer, navigate to:

Responsibility: CAPSA INV Senior Stores User
Navigate: Transactions → Receiving → Subinventory transfer

1. Select your **FIFO organisation** from the list and the Sub-inventory Transfer screen will appear
2. You will need to identify a Date and time for the transfer (this cannot be future dated and must be in the exact format as shown above). You can do this by clicking on the **List of Values** and a calendar will display.



3. In the Type field select **Sub-inventory transfer** from the list of values.
4. Now click on **Transaction Lines** and Complete the following information:
 - The **Item** code
 - The **Sub-inventory** you are transferring from
 - The **Sub-inventory** you are transferring to
5. Then scroll to the right to complete:
 - UOM – The Unit of Measure
 - Quantity – The quantity to transfer
 - Reason – The reason for the transferral which must be selected from the list of values
6. **Save** your work and the transfer is completed.