**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’.

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.