

How Do I Move a Lot to a new location?

Follow the below steps to move a lot to another location:

1. Find your 'Lot No' that you want to move. You can use the below link to find a lot:
[How Do I find my lot using Inventory View?](#)
2. Select the 'Lot No' using the check box available at the beginning.
3. Click on 'Lot Move' button. The below screen will appear.

Lot Move

Save Undo Close

Lot No: 20150828_03

Item No: 10051

Description: Magnesium Oxide 54%

Source Sub Location: Raw Ingredients Station

Source Storage Location: Bin 1

Quantity: 19,600.00

UOM: 50 lb bag

Number of Packs: 19,600.00

Packs UOM: 50 lb bag

New Sub Location: Raw Ingredients Station

New Storage Location: Bin 1

Quantity to Move:

UOM: 50 lb bag

Ready

4. Select the 'New Sub Location', 'New Storage Location' and enter 'Quantity to Move'.
 5. Click on 'Save' button.
 6. The Lot with entered quantity will be moved to the new storage location.
- Note: Application will allow only the available quantity, after reservation, to move.