

Split Lot - Transfer of the same Quantity and Weight to the new lot

The following will guide you on how transfer of the same Quantity and Weight to the new lot.

Inventory Adjustment - ADJ:8

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Details Comments Attachments (0) Audit Log

Location: 1000-Location A Date: 04/26/2016 Adjustment Type: Split Lot Adjustment No: ADJ:8

Description:

Items

+ Insert View Item X Remove Layout Filter Records (F3)

Item No.	Description	Sub Location	Storage Location	Lot ID	New Lot ID	UOM	Available Qty	Adjust Qty By	New Quantity	New Split Lot UOM	New Split Lot Qty	Wgt UOM	Net Weight	New Wgt UOM	New Net Weight	Unit Cost	New Unit Cost
Item6	Item6 desc	Main	M-bin1	LOT-10	LOT-11	pound	100.00	-100.00	0.00	pound	100.00	pound	100.00	pound	100.00	10.00	10.00

1. In the grid area,
 - a. Select a lot tracked item to be adjusted in the **Item No** field. As item is selected, all other item information will automatically be filled in like Item Description and a lot more.
 - b. Select the sub location where the item is stored in the **Sub Location** field.
 - c. Select the storage location where the item is stored in the **Storage Location** field.
 - d. In the **Lot ID** field select a lot id you will adjust the expiry date.
 - e. Enter a new lot id in the **New Lot ID** field.
 - f. Enter 0.00 on **New Quantity** field since this is just a mere transfer of quantity and weight from one lot number to a new/existing lot number. In this example, 100 qty is being transferred from Lot-10 to Lot-11.
 - g. In the **New Split Lot UOM** select the UOM that is the same as that of the uom shown in the UOM field.
 - h. In the **New Split Lot Qty** enter the same quantity as that of the quantity in the Available Qty field.
 - i. In the **New Wgt UOM** select the same uom shown in the Wgt UOM field.
 - j. In the **New Net Weight** select the same weight shown in the Net Weight field.
2. Save the record and post it later or you may directly post this transaction.
 - a. Save the record. You can click **Save** or use the shortcut key **Ctrl+S**. In case you miss to save it and you click the **Close** or the **x** button at the top right corner of the screen or use the shortcut key **Alt+X** or **Esc**, i21 will prompt you if you would like to save it before closing the screen.
 - b. Post Inventory Adjustment. See [How to Unpost Inventory Adjustment](#).