

## DAC Inventory Adjustments - Location Quantity Transfer Method

The following steps are used to transfer the inventory quantity of items from one location to another. If using the Pre-Stamp Replenishment Report, type **CALL CVUQPVR ' '** on the command line of any DAC menu screen, and press Enter. *Important: The Pre-Stamp Replenishment Report should be printed at approximately the same time every day.*

1. From the Main Operations Menu, select #4 (Inventory System), and press Enter.
2. Select #1 (Inventory Control), and press Enter.
3. Select #1 (Inventory Batch Entry), and press Enter.
4. Press F10 (Create Batch).
5. Tab to the Batch Count field, type 1 or the number of transactions you plan to enter in the batch, and press field +.
6. Tab to the Default Type field, and type L.
7. With the cursor on Reason, enter the reason for the adjustment in one of these ways:
  - Type the reason's code, and press Enter.
  - Press F4 to search for a reason for the adjustments, type X to select the reason, and press Enter.
8. Press F5 (Heads Down Entry), and press Enter to confirm.
9. For the item location that inventory is transferred to:
  - Type the item number for the Item field, and press field +.
  - Type the quantity for the Qty field, and press field +.
  - Type the location for the Location field, and press Enter.
10. For the item location that inventory is transferred from:
  - Type the item number for the Item field, and press field +.
  - Type the quantity for the Qty field, and press field -.
  - Type the location for the Location field, and press Enter.
11. Repeat step 9 and step 10 until all the transactions for adjusting location quantities are entered in the batch.
12. Press F10 (Mark Batch For Post).
13. Press F3 and return to the Inventory Batch Entry screen, and tab to the Batch Quantity field.
14. Type the total for the Batch Quantity field as it appears under Actual, and press field + or field - as necessary.
15. Type the total for the Batch Count field as it appears under Actual, press field +, and press Enter.
16. Press F10 to post, and press Enter to confirm. An inventory posting control report will print.
17. Repeat steps 4 through 16 to create another batch, or press F3 to exit.