

Inventory Move – Confirm Putaway

The putaway process is paper-based. This lesson teaches how to record where received materials were put away.

Putaway an Inbound Order

Putaway requires performing a move request (generated when the receipt was closed). In the future, when handheld scanners of some type are used, this step will be mostly automatic, but for now, confirming these moves are handled via the console.

1. Select **Move Request Console** from the **Inventory** menu
2. On the search screen select **Receipt** as the Activity Group
3. On the bottom of the search screen give the **Receipt #** recorded in the previous lesson
4. Select your move request from this list and click **View Tasks**
5. Select the non-summary task to get to the **Task Detail** form
6. Click **Complete** to indicate that the task is complete
7. Click **Save** on the **Complete Task** form

Notice that the Task Status is now **Completed**, and the **Move Request Status** is now Closed. The inbound process is now complete for your order.