

Inventory Move – Putaway Return

Putaway is a paper-based procedure. This lesson teaches how to record where returned materials were placed in the cache.

Putaway a Return 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 is 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 that the **Move Request Status** is now Closed. The inventory move, putaway return process is now complete.