Reclass

Reclass is the movement of inventory from one location to another location and from one bin to another bin.

Item Reclassification Journal

1. Select the Search icon , enter **Item Reclassification Journals**, and then choose the related link.
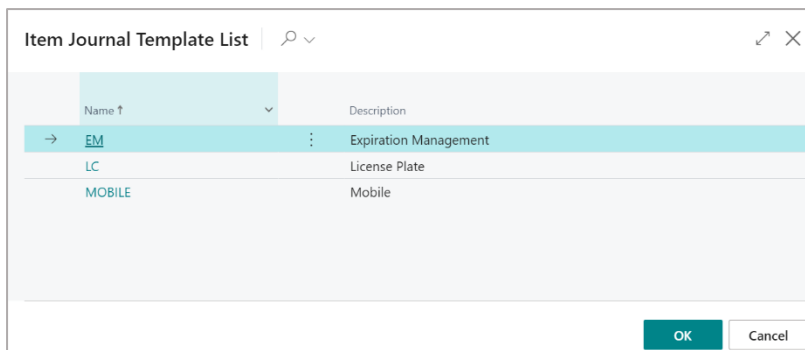

The **Item Journal Template List** page opens.
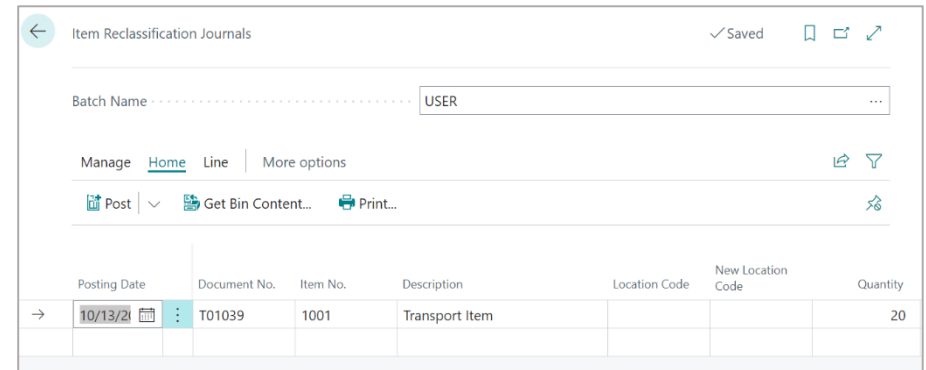
2. On the **Item Journal Template List** card, select a template and click **OK**.

The **Item Reclassification Journals** page opens.

3. On the **Item Reclassification Journals** page, enter the following fields:
   - **Item No.**
   - **Location Code**
   - **New Location Code**
   - **Bine Code** (optional)
   - **New Bin Code** (optional)
   - **Quantity**

The **Posting Date** and **Document No.** are automatically filled in. The **Unit of Measure code** is automatically filled and can be changed as well.

> **Note:** There are two ways to complete the reclass depending on bin requirements, one is with bins, and one is without bins.

With bins

- The user should personalize and add the Bin Code and New Bin Code to reclass.
- This type of inventory movement typically occurs within the same location, but with different bins.
  There is the possibility of moving bins & locations simultaneously as desired as well, however, we prefer the use of transfer orders for inventory movements between locations.

| Posting Date	Document No.	Item No.	Description	Location Code	Bin Code	New Location Code	New Bin Code	Quantity	Unit of Measure Code
4/11/2022	IR0001	1936-S	BERLIN Guest Chair, yellow	BIN	INVENTORY	BIN	INVENTORY	100	PCS

Put-away

Once inventory is received, inventory needs to be put-away into storage locations within the client facility.

Prerequisites

On the **Location Card** page, you must turn on **Require Receive**, **Require Put-away**, and **Bin Mandatory** toggles on the **Warehouse** FastTab to create a put-away.
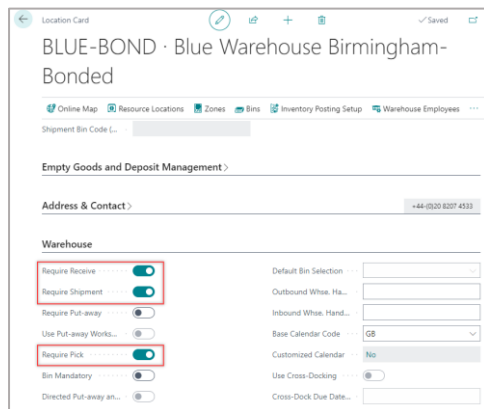
1. Create a new purchase order or use an existing purchase order you want to work with, and then release the purchase order.
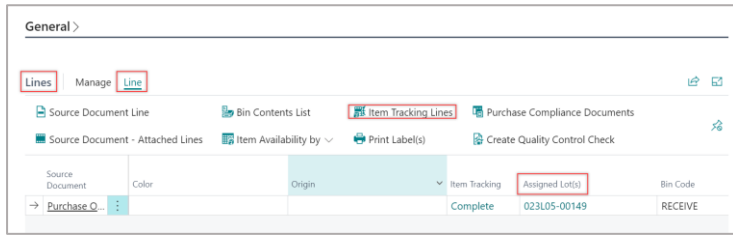2. On the action bar, select **Home** > **Create Whse. Receipt**.
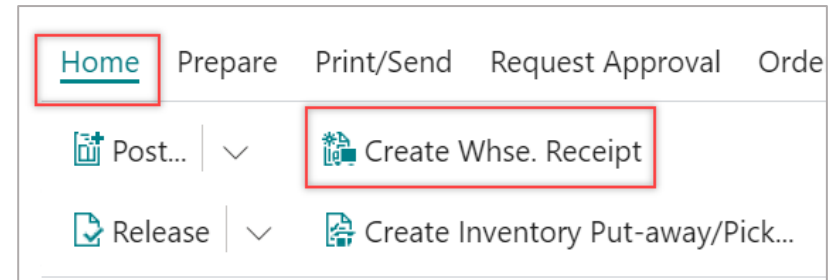
The **Warehouse Receipt** page opens.
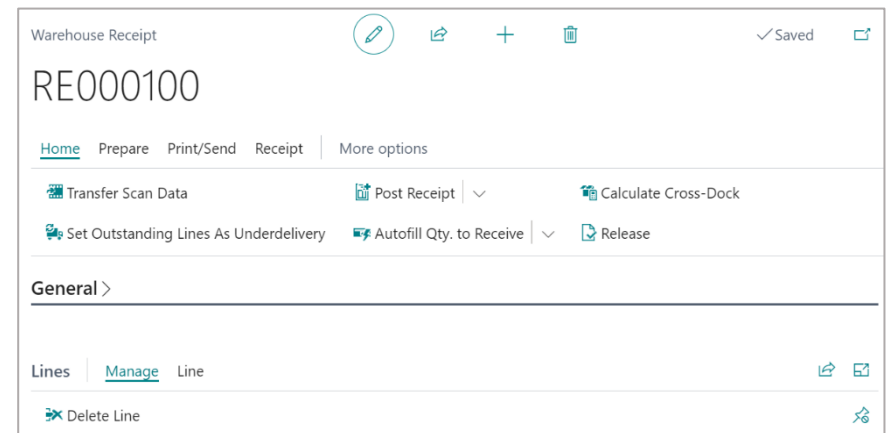
3. On the **Warehouse Receipt** page, on the **Lines** FastTab, select **Line** and enter the **Assigned Lot(s)** field through the **Item Tracking Lines** action.
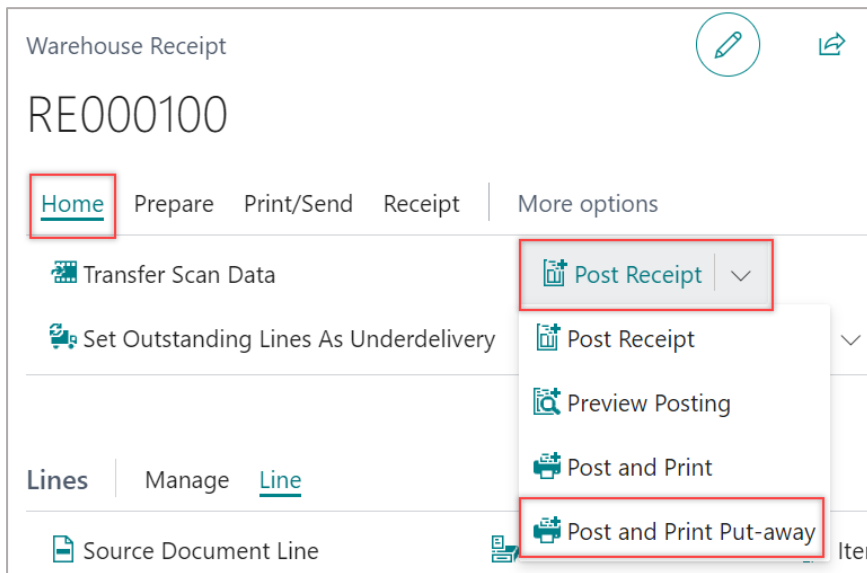
4. On the action bar, select **Home** > **Post Receipt**, and then select **Post** and **Print Put-away**.

The Put-away is created.

Inventory Put-away

1. Create a new purchase order or use an existing purchase order you want to work with, and then release the purchase order.
2. On the action bar, select **Home** > **Create Inventory Put-away/Pick**.
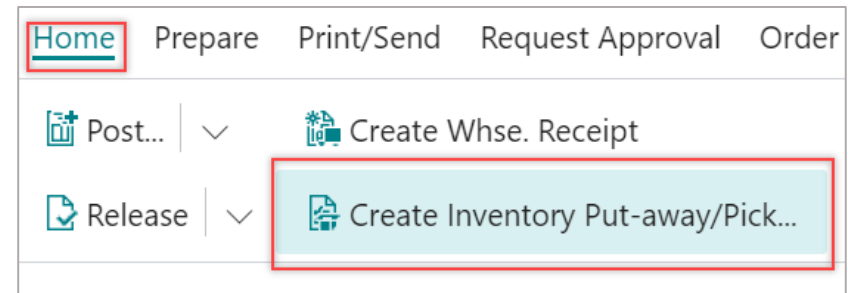
The **Create Inventory Put-away**/**Pick** /**Movement** card opens.

3. On the **Options** FastTab, turn on the **Create Invt. Put-Away** toggle and select **OK**. Apart from the **Create Invt. Put-Away** toggle, you have the followings toggles:

   - **Create Invt. Put-Away** - Specifies if you want to create inventory put-away documents for all source documents that are included in the filter and for which a put-away document is appropriate.
   - **Create Invt. Pick** - Specifies if you want to create inventory pick documents for all source documents that are included in the filter and for which a pick document is appropriate.
   - **Create Invt**. **Movement** - Specifies if you want to create inventory movement documents for all source documents that are included in the filter and for which a movement document is appropriate.
   - **Print Document** - Specifies if you want the document to be printed.
   - **Show Error** - Specifies if the report shows error information.

     The inventory put-away is created.