

## Changing Primary Location

### Overview

Once the item information has been entered in the Item Master, you can assign the item to warehouses or branch/plants.

After an item is assigned to a branch/plant (warehouse), you enter a primary location that indicates a specific location in the branch/plant where the item will be stored. The system usually processes an item through its primary location. You can change this primary location.

This work instruction shows how to [Change Primary Location](#).

### NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

### Navigation

Click Roles, Inventory.

(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory Setup > Inventory Master > Item Branch/Plant

### Steps

#### Change Primary Location

Start this instruction from the Item Branch/Plant - Work with Item Branch window.



1. Enter the **item number** in the Item Number field.

2. Click **Find**.
3. Choose the desired **Branch/Plant** row in the grid.
4. Click **Row, Location Revisions**. The Item Branch/Plant – Work With Item Locations window appears.

PeopleSoft. Sign Out

Item Branch/Plant - Work With Item Locations

Select Find Add Delete Close Form Row Tools

Item Number: NIS307 Branch/Plant: 6505100W  
ENVELOPES, LETTER

Records 1 - 2 Customize Grid

	P	Location	Lot/Serial	Class Code	Next Count Date	Last Rcpt Date	Status Code	Status Description
<input type="checkbox"/>	P	.		IN30				APPROVED
<input type="checkbox"/>	S	123.123		IN30				APPROVED

5. Choose the **Secondary Location**, (S), row in the grid to change.
6. Click **Row, Change Primary**. The Item Branch/Plant - Work with Item Locations window appears.

PeopleSoft. Sign Out

Item Branch/Plant - Work With Item Locations

Select Find Add Delete Close Form Row Tools

Item Number: NIS307 Branch/Plant: 6505100W  
ENVELOPES, LETTER

Records 1 - 2 Customize Grid

	P	Location	Lot/Serial	Class Code	Next Count Date	Last Rcpt Date	Status Code	Status Description
<input type="checkbox"/>	S	.		IN30				APPROVED
<input type="checkbox"/>	P	123.123		IN30				APPROVED

 The Primary (P) and Secondary (S) locations have switched.

7. Click **Close** to return to the Work with Item Branch window.
8. Click **Close**.