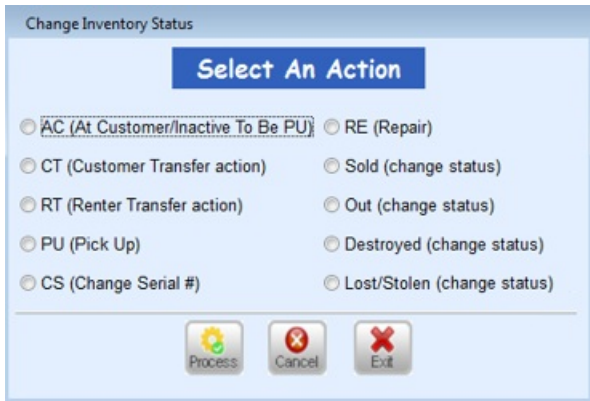# Change Inventory Status

Last Modified on 07/14/2023 5:55 pm EDT

To change the inventory status of a company-owned tank, select the tank and then choose **Change Inv Status**. A menu will appear with several options to choose from.

AC - At Customer

This indicates that the tank has been flagged to be picked up. When chosen, the Tank *A/I* will display an *A-AC* indicating *Active/At Customer*.

Generally, a Work Order will be created and given to a service team member to pick up the tank. Once the tank has been picked up, go back into *Tank Inv Status* and *Pick Up* the tank.
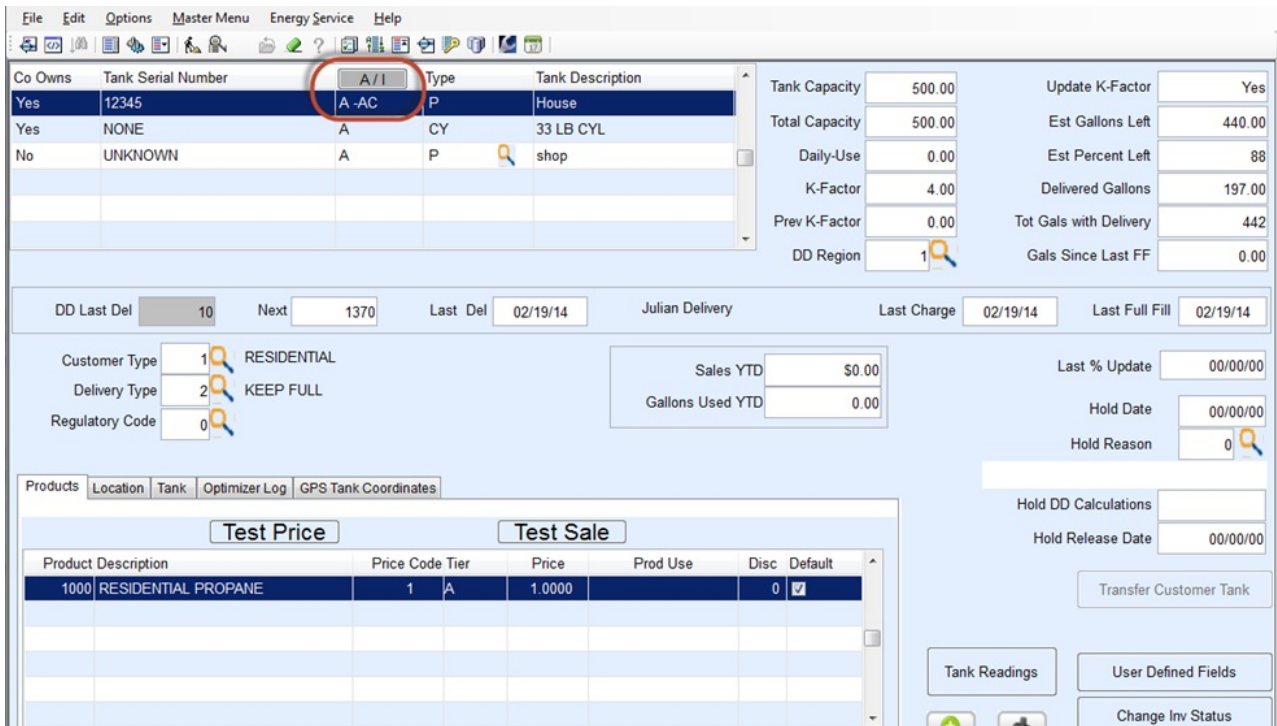
CT - Customer Transfer Action

This option gives the ability to transfer the tank from one customer account to another. Two options are given: *Customer at a different address* or *Customer at this address*.

If *Customer is at a different address* is selected, the information in this image will need to be entered.

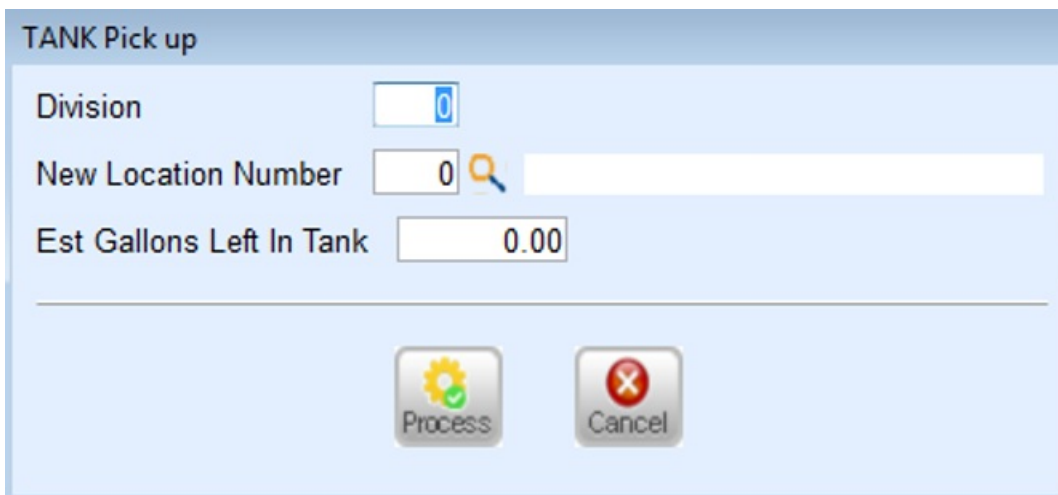If *Customer at this address* is selected, only *New Customer, Customer Type, Price Code/Tier*, and *Date Tank Set* information will need to be entered.

PU - Pick Up

This option indicates that the tank has been picked up from the customer location and put back into the tank/meter inventory.

Enter the *Division* number, the *New Location Number* the tank belongs to, and the *Est Gallons Left In Tank*. Select **Process**. This will flip the flag on the tank to *I* for inactive on the *Tank Maintenance* screen.

CS - Change Serial Number
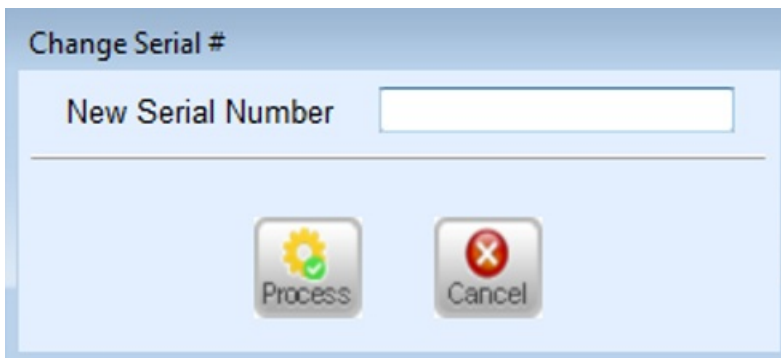
This will change the serial number of the tank. Enter the *New Serial Number* and select **Process**. This will update the serial number in all of the tank tables.

RE - Repair

When this option is selected, enter a *Description* of *Repair*. This will only write a line to the *Inventory History* that the tank had a repair and will not flag the tank with any special type of code.

Sold

This changes the status of the tank from *Company-Owned* to *Customer-Owned*. Once the tank has been changed, bill the customer for the tank in the *Sales Posting Menu.*

Out

This changes the Inventory Status.

This option can be used to change the tank status back to *Out/Active.* For example, if a tank to *AC* for *At Customer* to be picked up but then it is decided the tank will remain at the customer, select the tank and perform a **Change Inv Status** to *Out*. This will remove the red block around the *A* code.

Inventory History
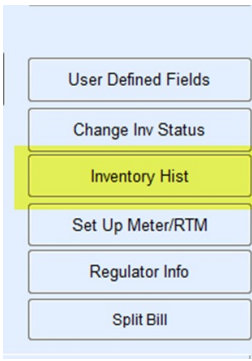
Select **Inventory Hist** in the Tank Maintenance file that will display the history of a tank. It indicates when the tank was set, when the serial number was changed, when it was picked up, etc. This tab is also available in the *Meter/Tank Inventory* menu. All Customer-Owned tanks can be modified by selecting**Modify** on the *Tank Info* screen or pressing **Ctrl+M**.