

Quick Start: Locking Warehouses For Items

Summary

In the normal course of your business, you may sometimes have to lock the warehouse/tank for a specific item due to certain situations (e.g. something is wrong with that warehouse/tank and you don't want any items to be taken out or put into it until that problem is resolved).

Step by Step Guide

- 1. Open up the specific item in the Item Master Data, then:
- 2. Go to the Inventory Data tab and check (or uncheck) the "Locked" column for the specific warehouse/tank you want to lock and then click Update.

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Description			Amber Ale - Case 4/6/12 Btl					Sales Item					
oreign Name									Purcha	se Item			
tem Type			Items				Brand	1001	1001 💌				
em Group 📫			FinGood: Bottled		•	Pack Type	Case 4/6/	12 Bt	•				
loM Group rice List			Manual CA-North Packaging		•	Bar Code			\$ 27.5000				
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								Inventory Le	evel				
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Don't forget to reverse the locking after your have resolved the situation in which you had to use the Locking feature.