

Quick Start: How To Add A New Warehouse

Summary

Whenever you get a new warehouse (e.g. fermenter, various tanks, etc.), you'll need to add it into your system and associated with an item before you can use it.

Step-by-step guide

Add a warehouse:

- 1. Go to Administration->Setup->Inventory->Warehouses
- 2. Fill in the Warehouse Code and Name
- 3. Then make sure you associate it with the right Location
- Some reports and modules required you to select the correct Warehouse Type on the User-Defined Fields (press CTRL+Shift+U if you don't see the UDF on the right)
- 5. Once done, click Add

Administration	Warehouses - Setup	X General X
Choose Company	Warehouse Code B00 Warehouse Name Bright Tank Test	Tax Determination N 💌
Exchange Rates and Indexes	General	Warehouse Type Bright Tank Warehouse Capacity BH - Brew House
System Initialization		mamic Timing Enforced FV - Fermenter
D Setup	Inactive Drow mip	Warehouse Interval BT - Bright Tank Use in Available to Promise FG - Finished Goods
🛅 General	Location Main Brewery	U - UniTank
Finandals	Jse Tax	NA - NA
🛅 Sales Opportunities		
Purchasing	Street/PO Box Enable Bin Locations	
Business Partners	Street No.	
🖹 Banking	3	
🗁 Inventory	Zip Code	
Item Groups	City 5	
Item Properties	Country	
Warehouses	State	
Units of Measure	GLN Show Location in Web Browser	
Unit of Measure Groups	OK Cancel	

Associate it to an item:

- 1. Go to Inventory->Item Master Data
- 2. Bring up one of your items when in Find mode (CTRL+F)
- 3. Switch to the Inventory Tab and scroll down to the next available row in the Whse Code column
- 4. Press the white circle button to the right, then find your new warehouse in the new window and double-click on it
- 5. If you want to set it as a default, highlight the row and click Set Default Whse
- 6. Click Update



Administration	Trecomer conner netorn roo			ching con			
🖔 Financials	🔓 Open Document	s					
Sales Opportunities				-			
Sales - A/R	Sales Quotations	Sale	s Orders	D	eliveries	A/R Ir	IVOICES
Purchasing - A/P	Item Master Data						
Business Partners	Item No. Manual	RM1			V	Inventory Item	
Banking	- Description	OBeer Malt			×	Sales Item	
	Item Type	Items	•			Purchase Item	
The Master Data	Item Group	Grain	•	Pack Type Bar Code	UoM - Pound	•	
	Price List	AQ Bevolution	•	Unit Price	Primary Curre		
Bar Codes	Process Type	None	×.	Brand		•	
Document Printing	2 eral Purchasir	ig Data Sales Da	ita I <u>n</u> ventory	Data Planning	Data Properties	Remarks <u>Attach</u>	ments Batches
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🛅 Item Serial Numbers	UoM Name	lbs		Required (F	Purchasing UoM)		
Batches				Minimum			
Alternative Items							
Business Partner Catalog Numbers				3			
Global Update to BP Catalog Numbers	Valuation Method	Moving Avera	ge				
Inventory Valuation Method							
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	3 🖙 800 💮 Brig	ht Tank Test	5				
Item Converter	4						
Brand Master Data			1				*
Pick and Pack			147			147	
Inventory Reports	4 🖉 🔳	500 E				k Þ]
Production						Set Default Whse	
🖥 MRP		Lis	of Warehou	ses			
Service		En					
Human Resources		File	Warehours Code		- Warehouse No.		
OBeer Advanced OC		1	99		99 - Main Default	t	
	Update Cancel	2	A1		A1 - Brewery #1		
Interfaces					4.7		1.754
Interfaces		3	A2 B00		Bright Tank Test	-	
Interfaces		3 4 5	A2 B00 B1		Bright Tank Test Bright Tank 1		
 Interfaces Integrations Utilities 		3 4 5 6	A2 B00 B1 B2		A2 - Brewery #2 Bright Tank Test Bright Tank 1 Bright Tank 2 Bright Tank 2		
 Interfaces Integrations Utilities Reports 		3 4 5 6 7 8	A2 800 81 82 83 84		A2 - Brewery #2 Bright Tank Test Bright Tank 1 Bright Tank 2 Bright Tank 3 Bright Tank 4		

You have now just successfully added your new warehouse.

If you have any problems, take a look to see if you have Authorizations rights to add a warehouse

To associate a large list of items to the warehouse, you can use our Warehouse Assignment Wizard to accomplish this