



Quick Start: How To Add A New Warehouse

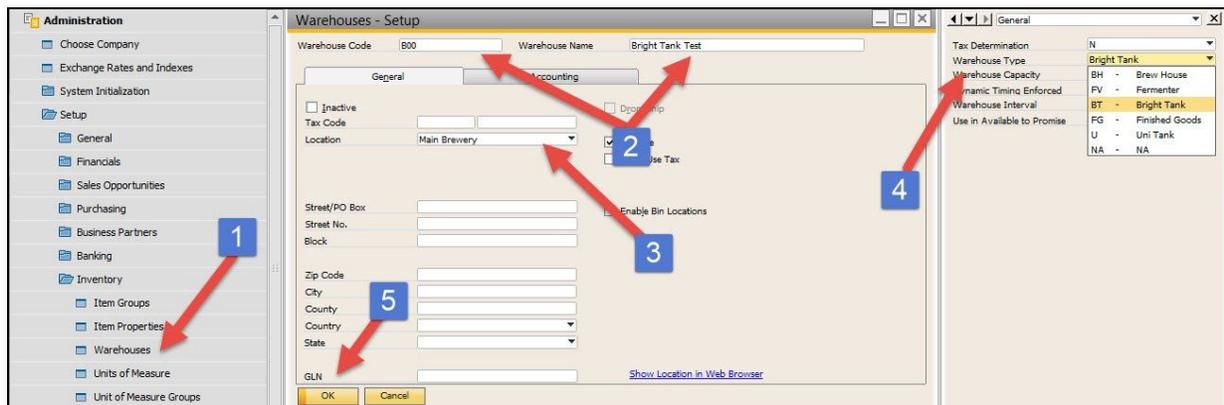
Summary

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
4. 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



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



Item Master Data

Item No. Manual RM1 Inventory Item
Description OBeer Malt Sales Item
Secondary Description Purchase Item

Item Type Items
Item Group Grain
UoM Group Manual
Price List AQ Revolution
Process Type None

Pack Type UoM - Pound
Bar Code
Unit Price Primary Curr
Brand

General Purchasing Data Sales Data **Inventory Data** Planning Data Properties Remarks Attachments Batches

Set G/L Accounts By Item Level Manage Inventory by Warehouse

UoM Name lbs

Inventory Level
Required (Purchasing UoM)
Minimum
Maximum

Valuation Method Moving Average

#	Whse Code	Whse Name	Locked	In Stock	Committed	Ordered	Available	Min. Inventory
1	A1	A1 - Brewery #1	<input type="checkbox"/>	122			122	
2	A2	A2 - Brewery #2	<input type="checkbox"/>	25			25	
3	B00	Bright Tank Test	<input type="checkbox"/>					
4								
				147			147	

Set Default Whse

Update Cancel

List of Warehouses

#	Warehouse Code	Warehouse Name
1	99	99 - Main Default
2	A1	A1 - Brewery #1
3	A2	A2 - Brewery #2
4	B00	Bright Tank Test
5	B1	Bright Tank 1
6	B2	Bright Tank 2
7	B3	Bright Tank 3
8	B4	Bright Tank 4
9	B5	Bright Tank 5
10	B6	Bright Tank 6

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