

Add New Warehouse

Inventory Module > Configuration > Warehouse Setup

Click Add to add a new warehouse

Enter a Code

Enter a Description

Click Save

The screenshot shows the 'Warehouse Setup' form within the 'Inventory Module' configuration area. The 'Basic' tab is selected. The form includes fields for 'Code' (containing 'PTA'), 'Description' (containing 'Pretoria Warehouse'), and 'Active' (checked). The 'Location' field contains 'Waterval, Pretoria'. At the bottom, 'Sync Mobile' and 'Incl In Below Min Rep' are both checked. On the left, a list of existing warehouses is shown, with 'Pretoria Warehouse' highlighted at the bottom. The 'Configuration' menu on the far left has 'Warehouse Setup' highlighted with a red box.

#	Warehouse Name
1	Brits Warehouse
2	Chicken Products
3	Chris Warehouse
4	Debtors Warehouse
5	Imraan Whse
6	Imraan Whse New
7	Master Warehouse
8	Montana
9	Pretoria Warehouse

Branches Link

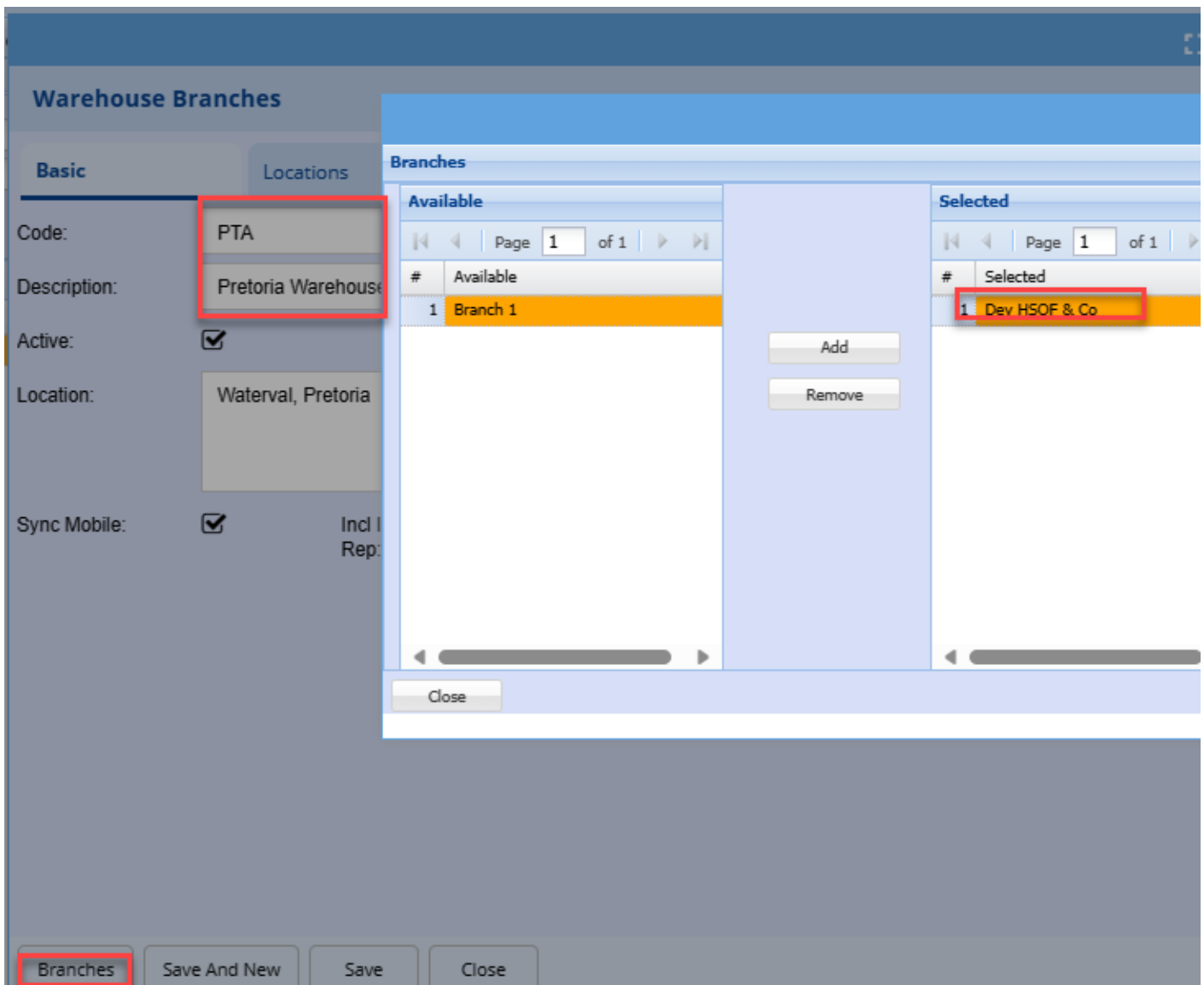
Warehouses are typically linked to Branches. Thus, this setup is only required if you have multiple branches setup on the system.

To link a branch to a warehouse

Click the Branch button.

Then select the respective Branch to be linked to this warehouse.

double click the required branch on the left to move to the selected grid on the right.



Warehouse item association:

Once the warehouse has been created, you will need to associate inventory items to the specific warehouse.

This feature allows one to have the flexibility to link specific items to specific warehouses.

for instance, if you have multiple branches, all branches may not necessarily stock the same items.

to associate items:

If all warehouses stock all items, then you can do a quick associate:

Click once on the selected or new warehouse and click the Associate button.

Warehouse Setup

Search | Add | Edit | **Associate** | Disassociate | Print Grid

Basic | Custom

Code:

Description:

Active: ☒

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#	Warehouse Name
1	Pretoria Warehouse

Revision #3

Created 26 July 2023 21:07:00 by Paige

Updated 18 October 2024 19:00:31 by Imraan