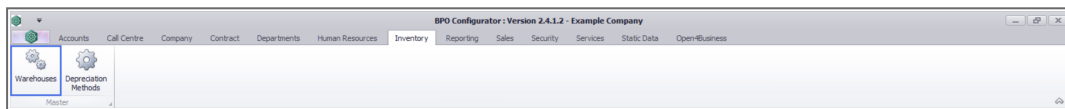


INVENTORY

WAREHOUSES – ADD A WAREHOUSE

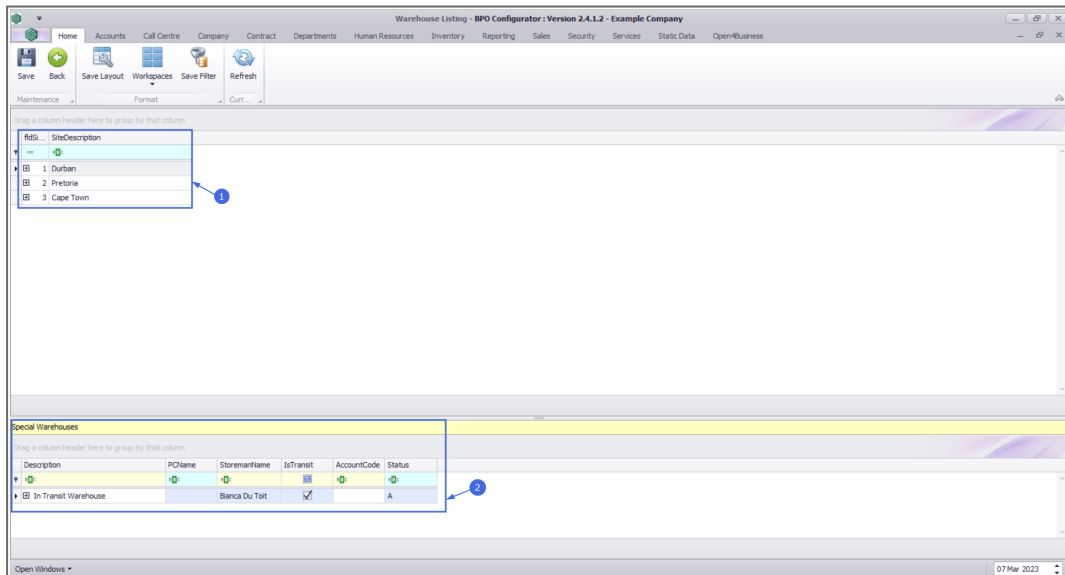
For a full breakdown of the types of warehouses and relevant configuration, please review the [Introduction to Warehouses](#) topic.

Ribbon Select *Inventory > Warehouses*



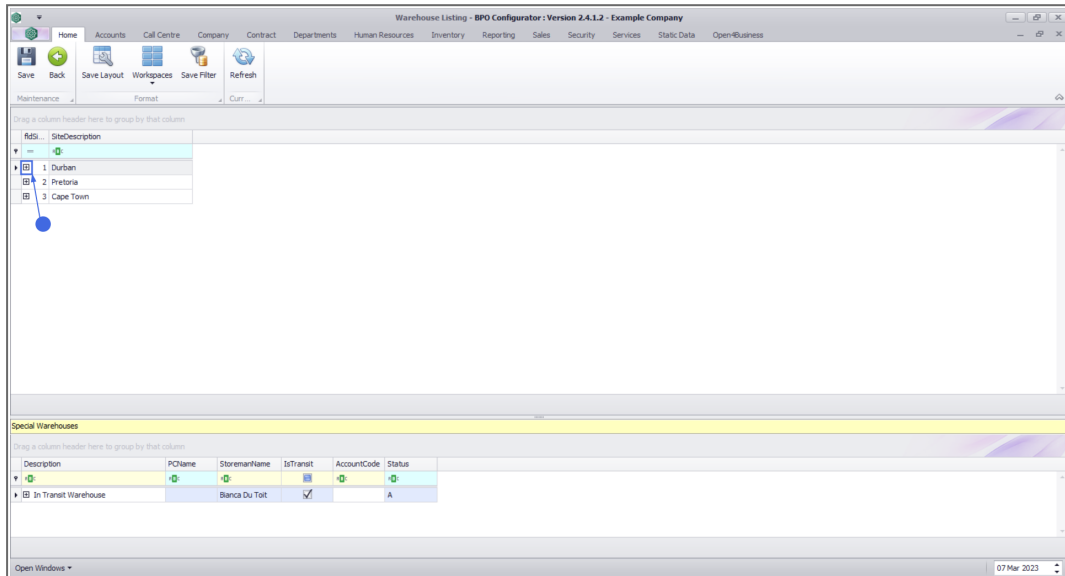
The *Inventory Warehouse Listing* screen will be displayed.

Upon opening, this screen will display a list of **Sites** (that are linked to a Purchasing Centre) with a **Site Warehouses** sub grid (listing all the warehouses that you have user right access to) in the top frame, and **Special Warehouses** in the bottom frame (refer to the [System Warehouses - In-transit](#) topic).

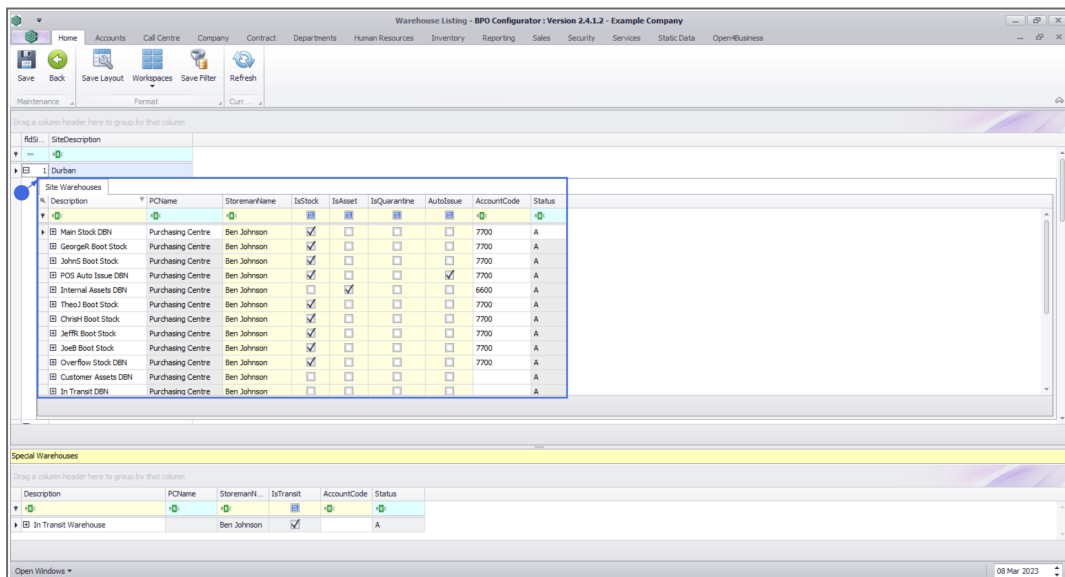


VIEW WAREHOUSES

- Click on the **expand button** in front of the **site** where you wish to **view a warehouse**.
- In this example, **Durban** is selected.

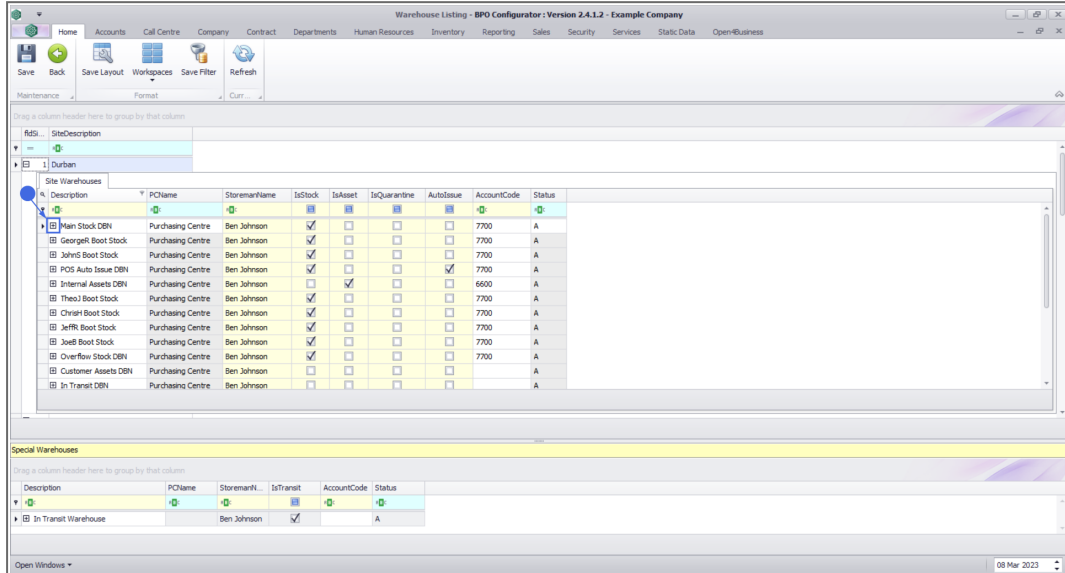


The **Site Warehouses** sub grid will open, listing all warehouses in the selected site that you have user right access to.



VIEW WAREHOUSE BINS

- Click on the **expand** button in front of the Warehouse where you wish to view or add the bin(s).

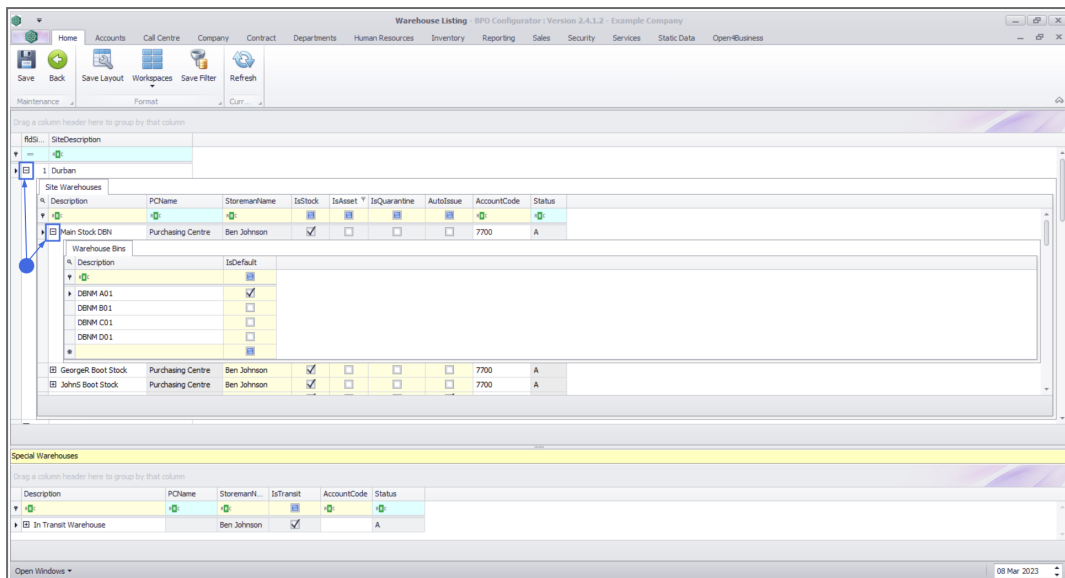


The screenshot shows the 'Warehouse Listing - BPO Configurator' interface. The 'Durban' warehouse is selected and expanded, displaying a list of bins. The 'Special Warehouses' section is also visible below.

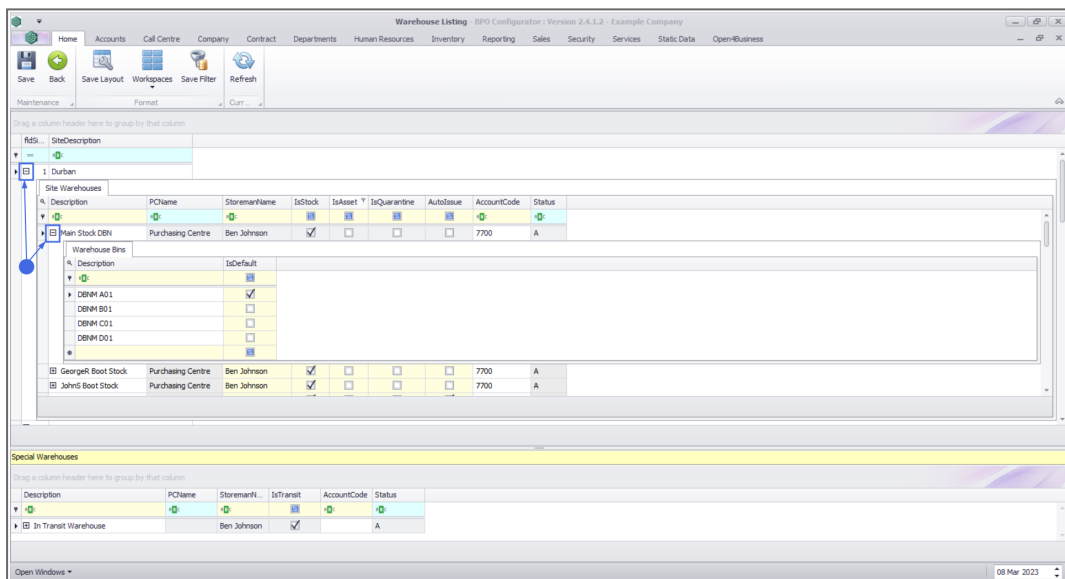
| Description | PCName | StoremanName | IsStock | IsAsset | IsQuarantine | AutoIssue | AccountCode | Status |
|---------------------|-------------------|--------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------|--------|
| Main Stock DBN | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| GeorgeR Boot Stock | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| Johns Boot Stock | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| POS Auto Issue DBN | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 7700 | A |
| Internal Assets DBN | Purchasing Centre | Ben Johnson | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6600 | A |
| TheoJ Boot Stock | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| Chriri Boot Stock | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| JeRR Boot Stock | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| Joel Boot Stock | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| OverFlow Stock DBN | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| Customer Assets DBN | Purchasing Centre | Ben Johnson | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | A |
| In Transit DBN | Purchasing Centre | Ben Johnson | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | A |

| Description | PCName | StoremanName | IsTransit | AccountCode | Status |
|----------------------|--------|--------------|-------------------------------------|-------------|--------|
| In Transit Warehouse | | Ben Johnson | <input checked="" type="checkbox"/> | | A |

- The **Warehouse Bins** sub grid will open and display all the **Bin Locations** within the selected warehouse.
- In this example, there are **4** bins set up in the selected warehouse.
 - DBNM A01
 - DBNM B01
 - DBNM C01
 - DBNM D01
- Note that there is only one **Is Default** check box marked as there must be only one, **default** bin location set up, per site, within a **stock** warehouse.

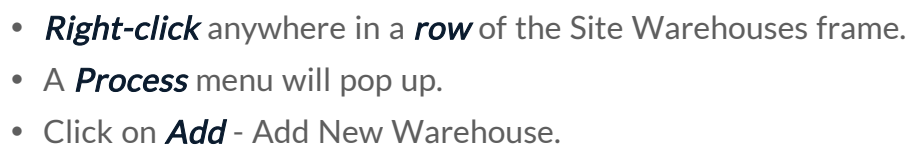
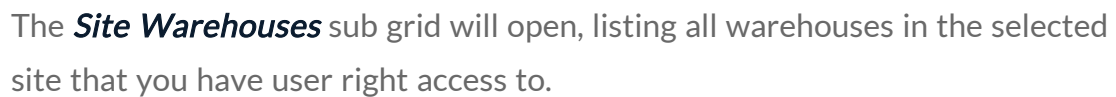


- **Collapse** the **Warehouse Bins** sub grid and the **Site Warehouses** sub grid to return to the **Sites** data grid.



ADD A WAREHOUSE

- Click on the **expand button** in front of the **site** where you wish to **view a warehouse**.
 - In this example, **Durban** is selected.



Warehouse Listing - BPO Configurator - Version 2.4.1.2 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Security Services Static Data Open@Business

Save Back Save Layout Workspaces Save Filter Refresh

Maintenance Format Curt...

Drag a column header here to group by that column

Add SiteDescription

1 Durban

Site Warehouses

| Description | PName | StoremanName | IsStock | IsAsset | IsQuarantine | AutoIssue | AccountCode | Status |
|---------------------|-------------------|--------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------|--------|
| Christi Boot Stock | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| JeffR Boot Stock | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| Joel Boot Stock | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| Overflow Stock DBN | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| Customer Assets DBN | Purchasing Centre | Ben Johnson | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | A |
| In Transit DBN | Purchasing Centre | Ben Johnson | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | A |
| TammyO Boot Stock | Purchasing Centre | Ben Johnson | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| Bianco Boot Stock | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| MaryT Boot Stock | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| Quarantine DBN | Purchasing Centre | Ben Johnson | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | A |

Process

Add New Warehouse

Delete New Warehouse

Special Warehouses

Drag a column header here to group by that column

Add SiteDescription

In Transit Warehouse

| Description | PName | StoremanName | IsTransit | AccountCode | Status |
|----------------------|-------|--------------|-------------------------------------|-------------|--------|
| In Transit Warehouse | | Ben Johnson | <input checked="" type="checkbox"/> | | A |

Open Windows

09 Mar 2023

- The **PC Name** column will auto populate depending on the **purchasing centre** that the selected warehouse is linked to in **Company Purchasing Centre Configuration**. The **Status** column will automatically be set to **A - Active**.

Warehouse Listing - BPO Configurator - Version 2.4.1.2 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Security Services Static Data Open@Business

Save Back Save Layout Workspaces Save Filter Refresh

Maintenance Format Curt...

Drag a column header here to group by that column

Add SiteDescription

1 Durban

Site Warehouses

| Description | PName | StoremanName | IsStock | IsAsset | IsQuarantine | AutoIssue | AccountCode | Status |
|---------------------|-------------------|--------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------|--------|
| Christi Boot Stock | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| JeffR Boot Stock | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| Joel Boot Stock | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| Customer Assets DBN | Purchasing Centre | Ben Johnson | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | A |
| In Transit DBN | Purchasing Centre | Ben Johnson | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | A |
| TammyO Boot Stock | Purchasing Centre | Ben Johnson | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| Bianco Boot Stock | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| MaryT Boot Stock | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| Quarantine DBN | Purchasing Centre | Ben Johnson | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | A |
| | Purchasing Centre | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | A |

Special Warehouses

Drag a column header here to group by that column

Add SiteDescription

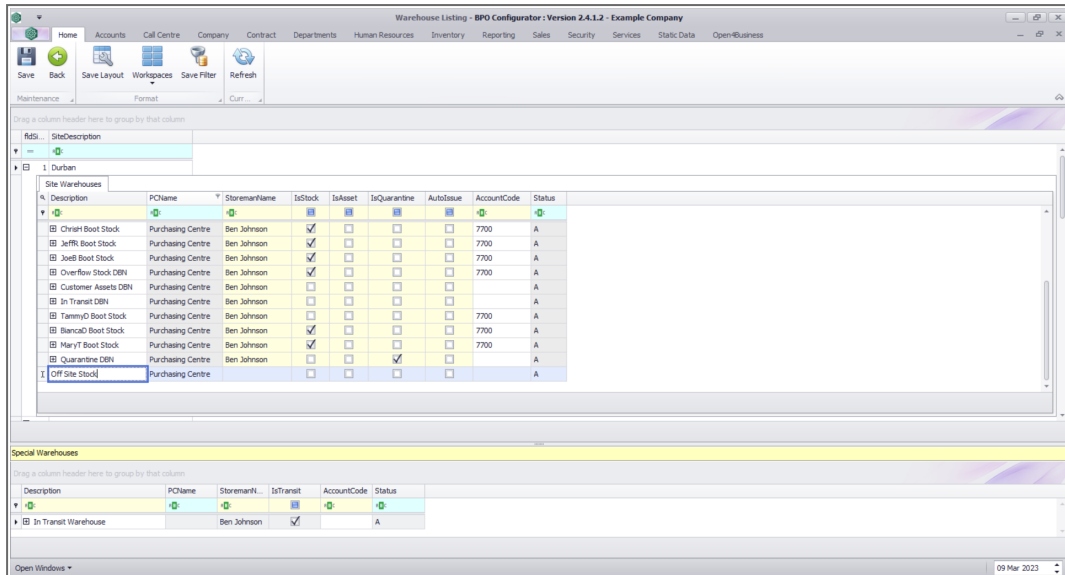
In Transit Warehouse

| Description | PName | StoremanName | IsTransit | AccountCode | Status |
|----------------------|-------|--------------|-------------------------------------|-------------|--------|
| In Transit Warehouse | | Ben Johnson | <input checked="" type="checkbox"/> | | A |

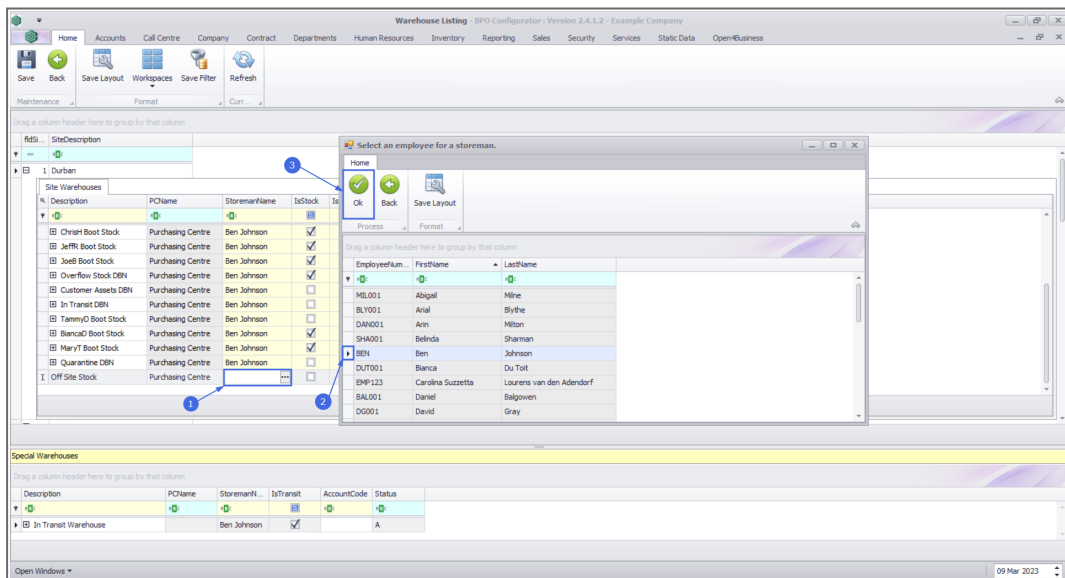
Open Windows

09 Mar 2023

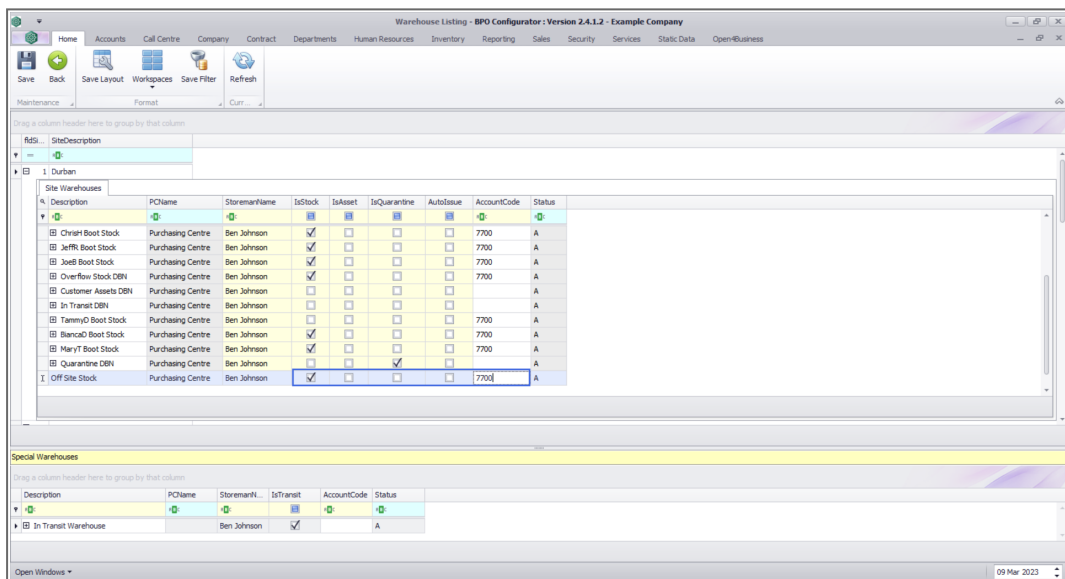
- Description:** Type in the **Warehouse Name**, e.g. In this example, **CPT Customer Equipment Warehouse** has been typed in.



- Click in the **Storeman Name** text box.
- An **Ellipsis** button will be revealed.
- Click on this button to display the **Select an employee for a storeman** pop up screen.
- Click on the **row selector** in front of the **Employee** that you wish to **link** to this **warehouse**
- Click on **Ok**.



- Select whether this will be a
 - **Stock**
 - **Asset**
 - **Customer Asset**
 - **Auto Asset**
 - **Quarantine***or*
 - **In-transit**
 site warehouse as explained in the [Introduction to Warehouses](#) topic.
- In this image, the **IsStock** check box has been marked which indicates that the new warehouse will be a **Stock Warehouse**.
- **Account Code:** Type in this text box the **General Ledger account code** where all these warehouse transactions should be posted to.



The screenshot shows the 'Warehouse Listing - BPO Configurator' interface. It features a table with columns: Description, PName, StoremanName, IsStock, IsAsset, IsQuarantine, AutoIssue, AccountCode, and Status. The table is divided into two sections: 'Site Warehouses' and 'Special Warehouses'.

Site Warehouses Table:

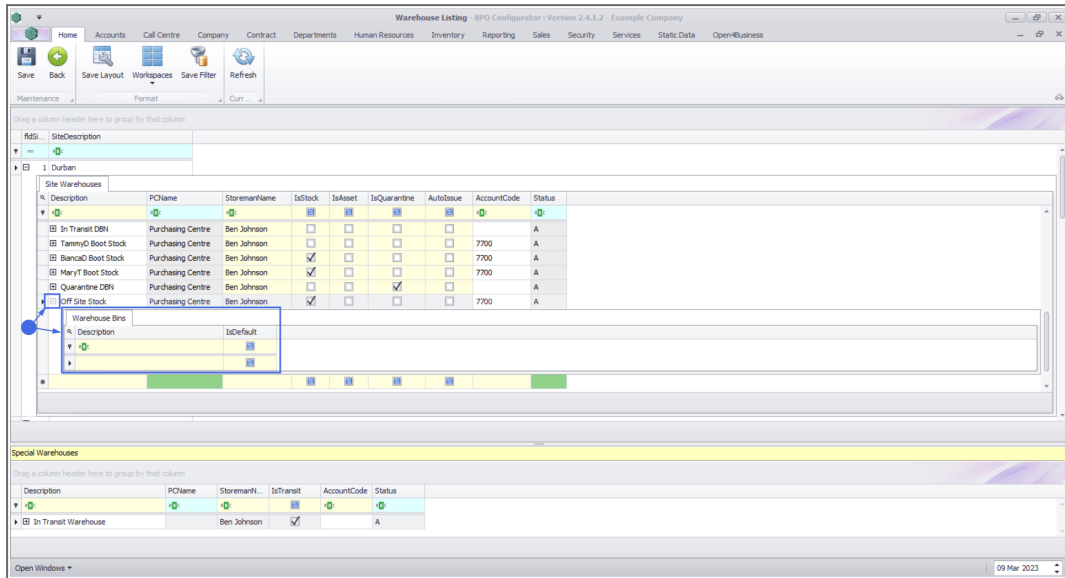
| Description | PName | StoremanName | IsStock | IsAsset | IsQuarantine | AutoIssue | AccountCode | Status |
|---------------------|-------------------|--------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------|--------|
| Chrish Boot Stock | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| Jeffr Boot Stock | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| Joel Boot Stock | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| Overflow Stock DBN | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| Customer Assets DBN | Purchasing Centre | Ben Johnson | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | A |
| In Transit DBN | Purchasing Centre | Ben Johnson | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | A |
| TammyD Boot Stock | Purchasing Centre | Ben Johnson | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| BiancaD Boot Stock | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| MaryT Boot Stock | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |
| Quarantine DBN | Purchasing Centre | Ben Johnson | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | A |
| Off Site Stock | Purchasing Centre | Ben Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7700 | A |

Special Warehouses Table:

| Description | PName | StoremanName | IsTransit | AccountCode | Status |
|----------------------|-------|--------------|-------------------------------------|-------------|--------|
| In Transit Warehouse | | Ben Johnson | <input checked="" type="checkbox"/> | | A |

- When you have finished adding the details to the **Site Warehouses frame**, click **outside** of the frame.
- You will notice a light grey expand button appear in front of the Warehouse **Description**.

- Click on the expand button to display the **Warehouse Bins** sub grid.



Next: You can now follow the process to **add a new bin location**, as there must be at least **1** bin in each warehouse.

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