

We are currently updating our site; thank you for your patience.

INVENTORY

INTRODUCTION TO WAREHOUSES

Warehouses¹ and bins² are set up in the system to contain stock³. Various configurations can be set up, depending on your company requirements.

BPO uses the warehouse configuration to ensure that items are not placed in the incorrect warehouse. For example, you cannot place a **serialised stock item**⁴ into an asset warehouse without first completing the Assets - Convert Stock to Asset transfer process.

For all transactions that move stock in and out of these warehouses, a general ledger account code is required for the one leg of the underlying financial posting where the relevant account driver configuration is set to use the Item Target Account. This should be set to the Stock Control Account for Stock Warehouses (7700 in this example database) and the Fixed Asset Control Account for the Asset Warehouse (6600 in this example database). See the Financial Transactions topic for more information.

 $^{^{1}}$ A warehouse is a place where goods (inventory parts / items) are stored ready for selling, transferring (to another warehouse) or issuing out.

²A warehouse bin is the smallest amount of storage space within a warehouse. A bin defines a certain position within the warehouse where goods can be stored. As well as a physical container, a bin can also be a coordinate or 'address' within a warehouse.

³Stock items are finished goods available in the stock warehouse ready to sell to the end customer.

⁴A serialised stock item is an item in store, ready to be sold, without a rental or service agreement. It is not an asset, it only becomes an asset when converted from a stock item.



Warehouses are configured depending on the type of items they will contain.

Important Notes:

- There can be multiple warehouses in a site but each warehouse needs a **unique name**, even if it's in a different site.
- There needs to be **at least one bin** in each warehouse, but you can have as many bins as required within standard stock warehouses.
- There must only be one "Default Bin" on page 3location set up per site, within a stock warehouse.
- Warehousing configuration must be set up for the system to process transactions correctly.

Different warehouse types can be set up, as noted below:

- Stock Warehouse: This will only contain stock items¹ serialised² or non-serialised³. This type of warehouse is used for standard stock transactions, and can have multiple bins.
 - Is Stock = 'Yes'
 - Is Asset = 'No'
 - Is Quarantine = 'No'
 - Auto Issue = 'No'

¹Stock items are finished goods available in the stock warehouse ready to sell to the end customer.

 2 A serialised stock item is an item in store, ready to be sold, without a rental or service agreement. It is not an asset, it only becomes an asset when converted from a stock item.

³These are inventory items which are not uniquely numbered and therefore cannot be tracked individually. There is no transaction history for each non-serialised item and the system does not record the cost of a single one of the these items - rather a non-serialised item is received and recorded in a batch with the average unit cost spread across the bin that contains these batches.



¥						Weenh	anna Liabhan	800 68	- h 1/	sion 2.4.1.2 - Exampl			
~													
-	Home Accounts	Call Centre Comp		Departm	ents Hu	man Resources	Inventory	Reporting	Sales	Security Services	Static Data	a Open4Business	-
9 😋	2		2										
ave Bac		Vorkspaces Save Filter											
		÷											
aintenance		Format	a Curr a										
	teDescription												
- 10													
3 1 Du													
	Warehouses	PCName	StoremanName	IsStock	IsAsset	IsQuarantine	AutoIssue	AccountCode	Status				
9 ID		+Dr	 Storemanivame IO: 	ISSIDCK	ISASSET	15Quarantine	AUTOISSUE	#Ccountcode	status				
-	Main Stock DBN	Purchasing Centre	Ben Johnson	V				7700	A	L			
	Warehouse Bins												
	9 Description		IsDefault										
	• ID:												
	DBNM A01												
	DBNM B01												
	DBNM C01												
	DBNM D01												
	•												
• 🖽	Overflow Stock DBN	Purchasing Centre	Ben Johnson	×				7700	A				
2 Pre	atoria												
	ape Town												
	ape romit												
cial Wareh	ouses												

- Boot Stock Warehouse: This will only contain stock items¹ serialised² or non-serialised³. This type of stock warehouse is used for technicians, and is <u>linked to the technician</u>. The technician can <u>issue</u> stock from his warehouse if using TechConnect.
 - Is Stock = 'Yes'
 - Is Asset = 'No'
 - Is Quarantine = 'No'

³These are inventory items which are not uniquely numbered and therefore cannot be tracked individually. There is no transaction history for each non-serialised item and the system does not record the cost of a single one of the these items - rather a non-serialised item is received and recorded in a batch with the average unit cost spread across the bin that contains these batches.

¹Stock items are finished goods available in the stock warehouse ready to sell to the end customer.

 $^{^{2}}$ A serialised stock item is an item in store, ready to be sold, without a rental or service agreement. It is not an asset, it only becomes an asset when converted from a stock item.



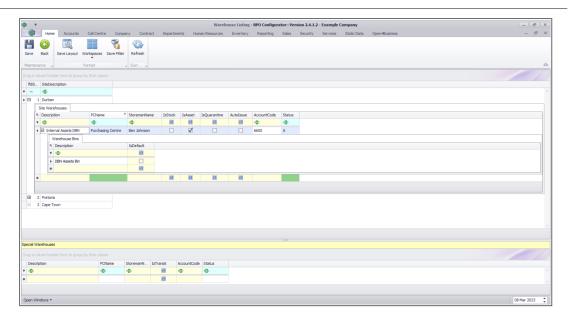
- Auto Issue = 'No'
 - Note: There must be only be one Warehouse per Technician, containing 1 bin.

							Wareh	ouse Listing	- BPO Configura	ator : Ver	sion 2.4.1.2	- Example	Company		
۲	Hom	e Accounts	Call Centre Co	mpany Contra	ct Depar	tments Hu	man Resources	Inventory	Reporting	Sales	Security	Services	Static Dat	ata Open4Business	-
		2	1												
	$\mathbf{}$	-													
we	Back	Save Layout W	orkspaces Save Fi	lter Refresh											
sinter	ance ,	, P	ormat	4 Curr 4											
=	+Oc	scription													
	1 Durbar														
- 															
— µ.	Descrip	rehouses	PCName	StoremanNan		k IsAsset	Influence free	AutoIssue	AccountCode	Status					
- 14	e ulle	poon	PUName IIII	storemanivan	18 · 15510		IsQuarantine	AUTOISSUE	AccountCode	status					
- 14		rgeR Boot Stock	-						7700	A					
- 6	1		Purchasing Centr	e ben Johnson	N				7700	^					
1		Warehouse Bins		IsDefault											
1		Uescription		Isperault											
					-										
		GeorgeR Bin													
	-				_										
		nS Boot Stock	Purchasing Centr		N N				7700	A					
		o J Boot Stock	Purchasing Centr		N N				7700	A					
		isH Boot Stock	Purchasing Centr		N				7700	A					
		R Boot Stock	Purchasing Centr		N				7700	Α .					
	E .06	B Boot Stock	Purchasing Centr	e Ben Johnson	×		-		7700	A					
e la	2 Pretor	(a													
	arehouse									10.00					
uel W	or en OUSE														
Descr	iption		PCName	StoremanN	IsTransit	AccountCod	e Status								
0			* 0 :	(0)		* 0 ¢	1 0 0								
en W	ndows -														08 Mar 20

- 3. Asset Warehouse: This will only contain internal assets¹. This type of warehouse is used as a place-holder for company assets, whether to be used internally, or for rental / loan to a client.
 - Is Stock = 'No'
 - Is Asset = 'Yes'
 - Is Quarantine = 'No'
 - Auto Issue = 'No'
 - Note: There must be only be one Asset Warehouse per site, containing 1 bin.

¹An internal asset is an item which is being rented out, thereby creating a revenue. This will have been a serialised stock item that has been converted into an asset prior to rental.

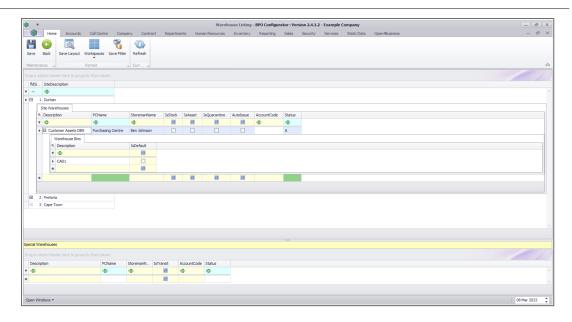




- Customer Asset (Equipment) Warehouse: This will only contain customer assets¹. This warehouse is used as a place-holder for client assets added to the system that were purchased elsewhere, but will be linked to a service contract.
 - Is Stock = 'No'
 - Is Asset = 'No'
 - Is Quarantine = 'No'
 - Auto Issue = 'No'

¹A customer asset is where a customer brings in a machine for service or repair that was bought elsewhere. A customer asset can also be a stock item that has been sold (and invoiced) to a customer. Customer assets can generate an income for your organisation via service or maintenance contracts.





- 5. Auto Issue Warehouse: This will only contain stock items¹ serialised or non-serialised. This warehouse will be set up for clients with a Shop Sales environment, who wish to use the POS Lite Add Point of Sale (POS) Invoice process. The Company Configuration flag needs to be set to 'Yes' for "Auto Sales Stock Issue" on page 12. This means that stock can be auto issued at time of invoice from this Auto Issue Warehouse. This stock needs to be stored in a Stock Warehouse that is specifically configured for Auto Issues. Identification of a customer as a "Cash Sales Account" on page 8 is to be configured in the Sales Office.
 - Is Stock = 'Yes'
 - Is Asset = 'No'
 - Is Quarantine = 'No'
 - Auto Issue = 'Yes'
 - Note: There must only be one Auto Issue Warehouse per site. From BPO2 v2.5.1.3 and on, you are able to configure a warehouse as Auto Issue,

¹Stock items are finished goods available in the stock warehouse ready to sell to the end customer.



even when multiple bins exist in the warehouse. Previously this option was only available for a warehouse containing 1 bin. The overall limit of one auto issue warehouse still exists.

۲	¥.							Wareh	nouse Listing	- BPO Configur	ator : Ver	sion 2.4.1.3	2 - Example	Company			- 2
		Home Accounts	Call Centre	Company Cor	tract Dep	artments	s Hum	an Resources	Inventory	Reporting	Sales	Security	Services	Static Data	Open	4Business	- 8
E Save	Bac	k Save Layout	Workspaces Sav	re Filter Refresh													
Maint	enance		Format	Curr													
		header here to group															
		eDescription															
+ =																	
	1 Du	rban															
	Site	Warehouses															
	۹ De	scription	PCName	Storeman	Name IsS	tock Is	IsAsset	IsQuarantine	AutoIssue	AccountCode	Status						
	۰ ۹	k	4 0 :	-O:			Ξ			 •••• 	- O C						
	۰ 🗉	POS Auto Issue DBN	Purchasing Ce	entre Ben Johns	on	\checkmark				7700	A						
		Warehouse Bins															
		9 Description		IsDefault													
		۲ (D)		8													
		DBNA A01															
		DBNA A02															
		*		8								_					
	•					8	E										
Đ	2 Pre	etoria															
Đ	3 Ca	ipe Town															
Special	Wareh	ouses									10.00						
	cription		PCName	e StoremanN.	IsTransit	Aco	countCode	Status									
9 10			10:			10:		·D:									
					8												
Open	Window	rs ¥															08 Mar 2023

- 6. Quarantine Warehouse: This warehouse type is used for applying shipping costs to goods received before they are moved into the Stock Warehouse. This warehouse is only used where companies have "Enforce Quarantine " on page 16 processing enabled, and only applies to stock received from Suppliers where shipping costs are not included.
 - Is Stock = 'No'
 - Is Asset = 'No'
 - Is Quarantine = 'Yes'
 - Is Auto Issue = 'No'

System Warehouses - Quarantine configuration is required to utilise this process.

7. In-transit Warehouse: This warehouse is only used where companies have "Enforce In-transit" on page 15processing enabled in their



configuration.**System Warehouses - In-transit** Stock items in this 'in transit' location are in the process of being transferred to a different warehouse and therefore cannot be picked for orders and issued until they are receiving into the destination warehouse. This option is used by companies who have various sites set up and wish to move goods <u>from</u> one site <u>to</u> another site via an intermediate location (an 'in transit' location).

<u>Two</u> stock transfer transactions occur during this process:

- i. Stock is transferred <u>to</u> the In-transit 'warehouse' (e.g. a container, or a transport truck)
- ii. Stock is transferred <u>from</u> the In-transit 'warehouse' to a destination (stock) warehouse
- Is Stock = 'No'
- Is Asset = 'No'
- Is Quarantine = 'No'
- Is Auto Issue = 'No'

System Warehouses - In-transit configuration is required to utilise this process.

Next: Add a Warehouse

Related Topics

- Warehouse Configuration:
 - System Warehouses Quarantine
 - System Warehouses In-transit

BPO.MNU.096