

Warehouse Record Definitions

Last Modified on 04/27/2022 11:06 am EDT

When clicking on the hyperlink of a warehouse in the Warehouse Code column within the grid of the Warehouse list, the warehouse page will be displayed.

There are several tabs within the warehouse record, each of which will be explained below.

Warehouse - *MI-Main

Warehouse Total: **\$1,055.83**

Code: *MI-Main
Name: Michigan Main Warehouse
Description:

Address: 415 N Main Plymouth, MI 48170
GL Account: [12800-Inventory-Michigan](#)

Inventory: 5 | Purchase Orders: 2 | Physical Inventory: 2 | Technicians: 2 | Part Ledger: 20

Export to Excel

Drag a column header and drop it here to group by that column

Code	Name	Row	Shelf	Bin	Quantity	Value	
5804	4 Button Remote				7	\$78.41	Part Transfer Adjust
AC-RP44	Alarm Control Remote Plate				1	\$5.00	Part Transfer Adjust
AC-RP26	Alarm Control Remote Plate				1	\$5.00	Part Transfer Adjust
WAVE2	Honeywell 2 Tone Siren				6	\$40.42	Part Transfer Adjust
HW-GSMV	Honeywell Cell				1	\$90.00	Part Transfer Adjust
HW-GSMX	Honeywell GSMX Cell				1	\$0.00	Part Transfer Adjust
					1	\$125.00	

1 - 13 of 13 items Refresh

Inventory Tab

The Inventory tab displays all parts linked to the warehouse. Within the grid area, the quantity on hand and value of the part is displayed.

Functions available are:

- Edit the part information within the warehouse.
- Transfer a part from the current warehouse to a different warehouse.
- Perform a stock adjustment.

Each of the available functions are described below.

Warehouse - *MI-Main Edit History Part Transfer Delete

Warehouse Total: **\$1,055.83**

Code: *MI-Main
 Name: Michigan Main Warehouse
 Description:

Address: 415 N Main Plymouth, MI 48170
 GL Account: 12800-Inventory-Michigan

Inventory: 5 | Purchase Orders: 2 | Physical Inventory: 2 | Technicians: 2 | Part Ledger: 20

Export to Excel NO Show All Custom Grid Layout

Drag a column header and drop it here to group by that column

Code	Name	Row	Shelf	Bin	Quantity	Value	
5804	4 Button Remote				7	\$78.41	Edit Part Transfer Adjust
AC-RP44	Alarm Control Remote Plate				1	\$5.00	Edit Part Transfer Adjust
AC-RP26	Alarm Control Remote Plate				1	\$5.00	Edit Part Transfer Adjust
WAVE2	Honeywell 2 Tone Siren				6	\$40.42	Edit Part Transfer Adjust
HW-GSMV	Honeywell Cell				1	\$90.00	Edit Part Transfer Adjust
HW-GSMX	Honeywell GSMX Cell				1	\$0.00	Edit Part Transfer Adjust
					1	\$125.00	

1 - 13 of 13 items Refresh

Edit Part Information

Users are able to enter or edit the physical storage location and minimum/maximum inventory quantities for each part. Entering this information is optional.

Click on the Edit button on a part row within the grid.

Warehouse - *MI-Main Edit History Part Transfer Delete

Warehouse Total: **\$1,055.83**







Code: *MI-Main
 Name: Michigan Main Warehouse
 Description:

Address: 415 N Main Plymouth, MI 48170
 GL Account: 12800-Inventory-Michigan

Inventory 5 | Purchase Orders 2 | Physical Inventory 2 | Technicians 2 | Part Ledger 20

Export to Excel Show All Custom Grid Layout

Drag a column header and drop it here to group by that column

Code	Name	Row	Shelf	Bin	Quantity	Value	
5804	4 Button Remote				7	\$78.41	 Part Transfer Adjust
AC-RP44	Alarm Control Remote Plate				1	\$5.00	 Part Transfer Adjust
AC-RP26	Alarm Control Remote Plate				1	\$5.00	 Part Transfer Adjust
WAVE2	Honeywell 2 Tone Siren				6	\$40.42	 Part Transfer Adjust
HW-GSMV	Honeywell Cell				1	\$90.00	 Part Transfer Adjust
HW-GSMX	Honeywell GSMX Cell				1	\$0.00	 Part Transfer Adjust
					1	\$125.00	

1 - 13 of 13 items Refresh

The Edit form will be displayed. Each data entry field will be described below.

Edit Alarm Control Remote Plate ×

Part: AC-RP26

Row: 3

Shelf: 1

Bin: 50

Minimum: 2

Maximum: 5

Reorder Threshold: 4

Optimal Quantity: 3

Save Cancel

Data Entry Fields

- **Row** – Enter the row number within the warehouse where the part is usually stored. Maximum of 250 characters allowed.
- **Shelf** – Enter the shelf number within the warehouse where the part is usually stored. Maximum of 250 characters allowed.
- **Bin** – Enter the bin number within the warehouse where the part is usually stored. Maximum of 250 characters allowed.

The Minimum and Maximum fields are used when transferring parts from one warehouse to another. The user may

select to transfer a quantity to meet either the minimum or maximum quantity.

- **Minimum** – Enter the minimum quantity you want to keep in stock.
- **Maximum** – Enter the maximum quantity you want to keep in stock.
- **Reorder Threshold** – Enter the quantity that will trigger the part to be re-ordered.
- **Optimal Quantity** – Enter they quantity you typically want in stock at all times.

When finished, click the Save button at the bottom of the form.

Transfer a Part to Another Warehouse

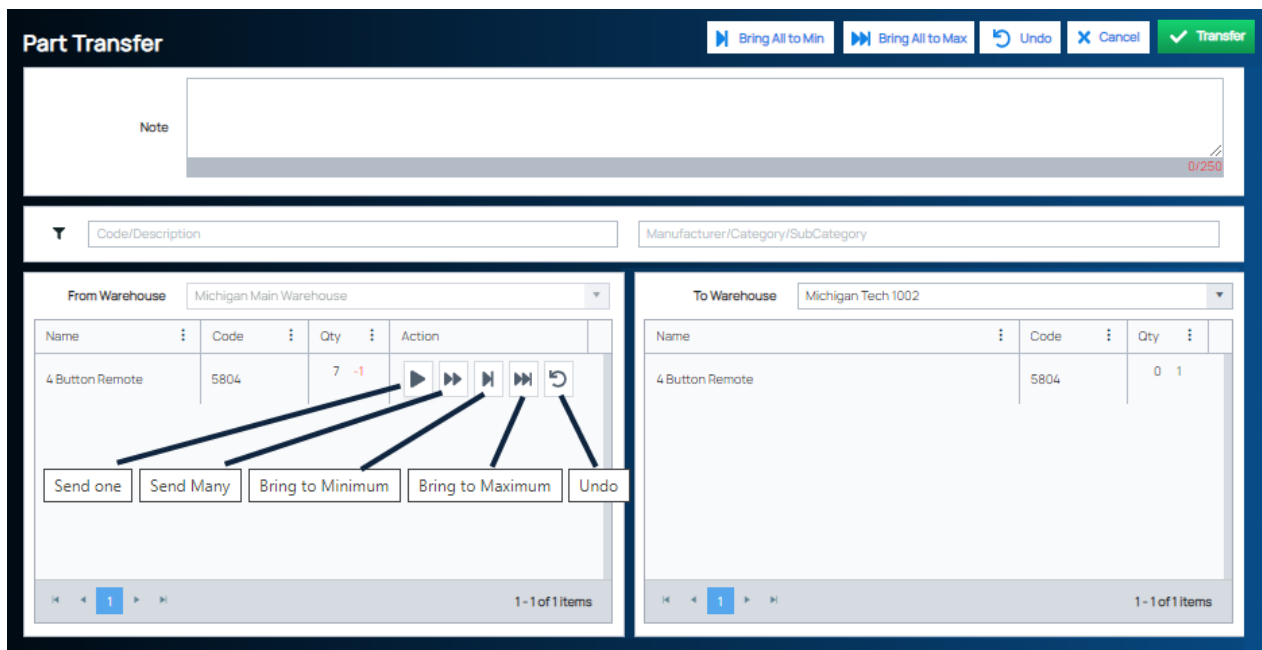
Users are able to transfer quantities of a single part to a different warehouse.

Click on the Transfer button on a part row within the grid.

The screenshot displays the 'Warehouse - *MI-Main' interface. At the top, there are navigation buttons: Edit, History, Part Transfer, and Delete. Below this, a summary section shows 'Warehouse Total \$1,055.83' and details for 'Code *MI-Main', 'Name Michigan Main Warehouse', 'Address 415 N Main Plymouth, MI 48170', and 'GL Account 12800-Inventory-Michigan'. A navigation bar below the summary shows 'Inventory 5', 'Purchase Orders 2', 'Physical Inventory 2', 'Technicians 2', and 'Part Ledger 20'. The main area features a table with columns: Code, Name, Row, Shelf, Bin, Quantity, and Value. The first row is highlighted, and the 'Part Transfer' button is circled in green. The table also includes an 'Export to Excel' button and a 'Show All' toggle. The bottom of the table shows '1 - 13 of 13 items' and a 'Refresh' button.

Code	Name	Row	Shelf	Bin	Quantity	Value	
5804	4 Button Remote				7	\$78.41	Part Transfer Adjust
AC-RP44	Alarm Control Remote Plate				1	\$5.00	Part Transfer Adjust
AC-RP26	Alarm Control Remote Plate				1	\$5.00	Part Transfer Adjust
WAVE2	Honeywell 2 Tone Siren				6	\$40.42	Part Transfer Adjust
HW-GSMV	Honeywell Cell				1	\$90.00	Part Transfer Adjust
HW-GSMX	Honeywell GSMX Cell				1	\$0.00	Part Transfer Adjust

The Part Transfer page will be displayed. This page will be described below.

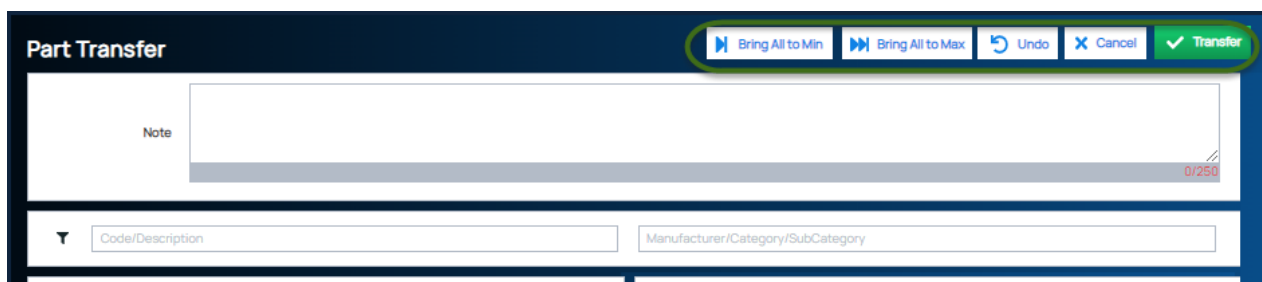


The Part Transfer Page

There are four panels and five function buttons on the Part Transfer page, each of which is described below.

Function Buttons

- **Bring All to Min** – If the part being transferred exists in the destination warehouse, and a minimum quantity has been setup for the part, clicking this button will set the quantity to be transferred based upon the current on hand quantity in the destination warehouse.
- **Bring All to Max** – If the part being transferred exists in the destination warehouse, and a maximum quantity has been setup for the part, clicking this button will set the quantity to be transferred based upon the current on hand quantity in the destination warehouse.
- **Undo** – Clicking this button will undo whatever actions were performed for the part transfer.
- **Cancel** – If you do not wish to complete the transfer, clicking the Cancel button will return you to the warehouse inventory tab.
- **Transfer** – Once the transfer information has been entered, clicking this button will make the preliminary transfer.



Note Panel

There is one field in the top panel, Note. The user may enter any information as to the purpose of the transfer.

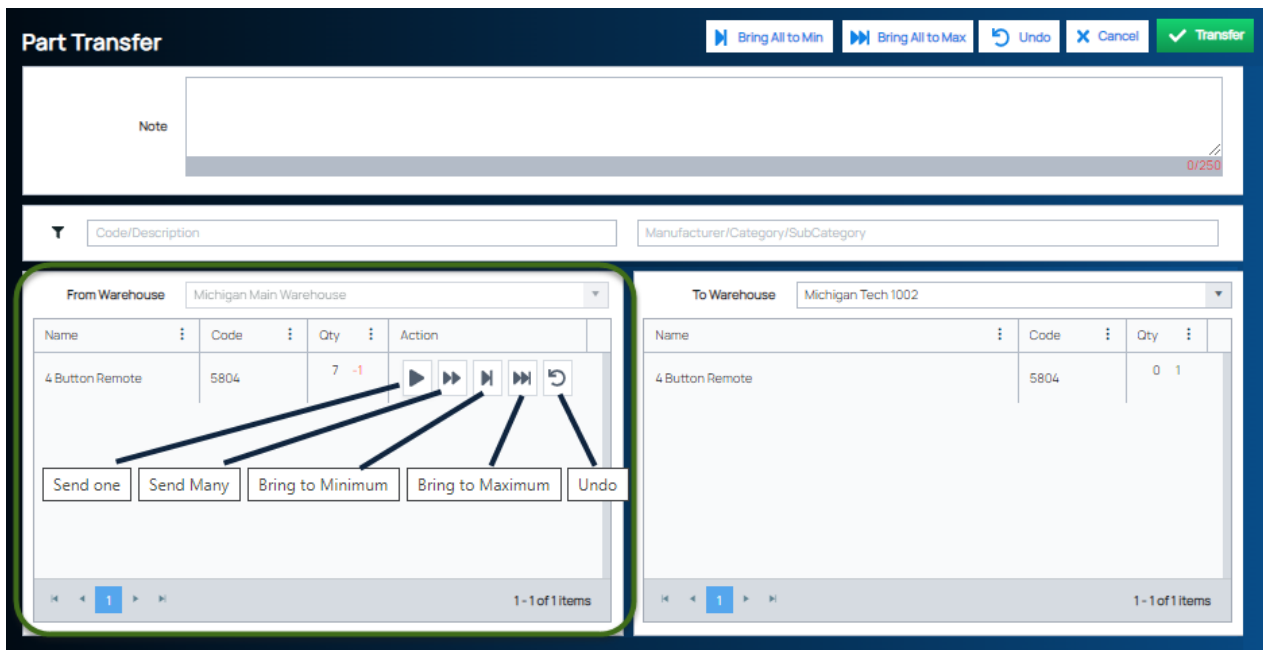
Maximum of 250 characters is allowed.

Filter Panel

There are two filter fields in this panel. These fields are for future development.

From Warehouse Panel

This panel is where the user selects the quantity to transfer to the “To” (destination) warehouse. The part row will display the part description, the part code, the current on-hand quantity, and a series of five action buttons. The Action buttons are described below.

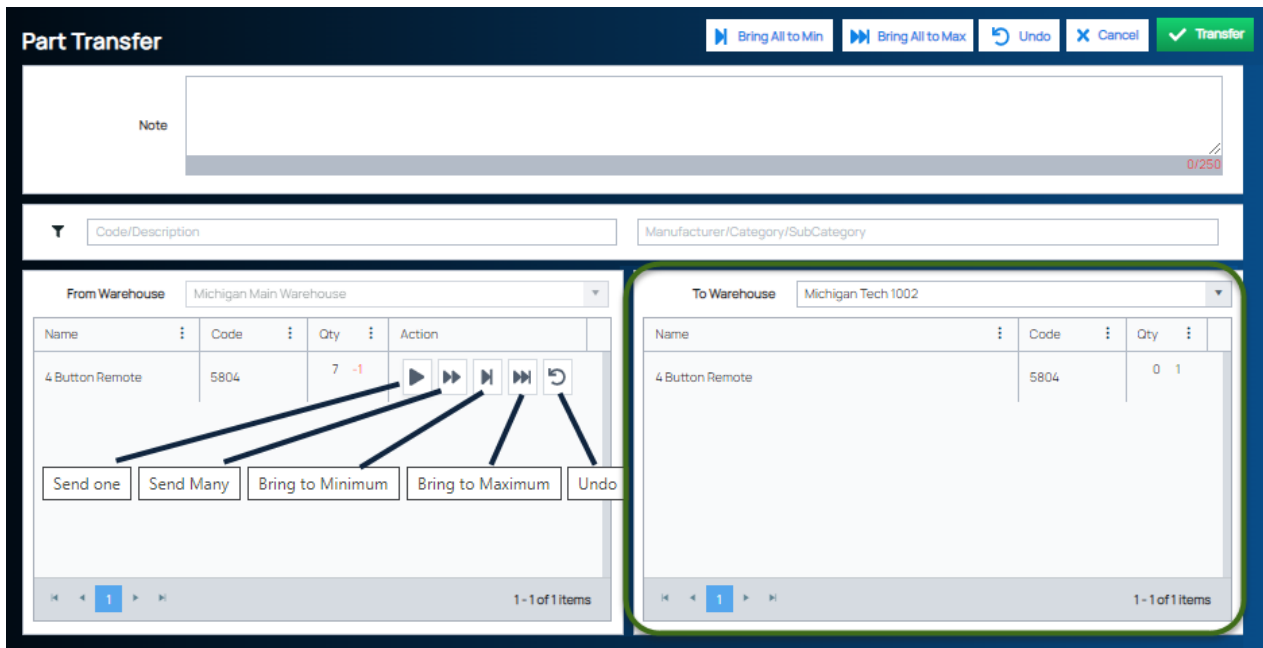


Action Buttons

- **Send One** – Clicking this button will transfer a quantity of 1 to the “To” warehouse.
- **Send Many** – Clicking this button will open a dialog box for the user to enter the transfer quantity.
- **Bring to Minimum** – If the part being transferred exists in the destination warehouse, and a minimum quantity has been setup for the part, clicking this button will set the quantity to be transferred based upon the current on hand quantity in the destination warehouse.
- **Bring to Maximum** – If the part being transferred exists in the destination warehouse, and a maximum quantity has been setup for the part, clicking this button will set the quantity to be transferred based upon the current on hand quantity in the destination warehouse.
- **Undo** – Clicking this button will undo whatever actions were performed for the part transfer.

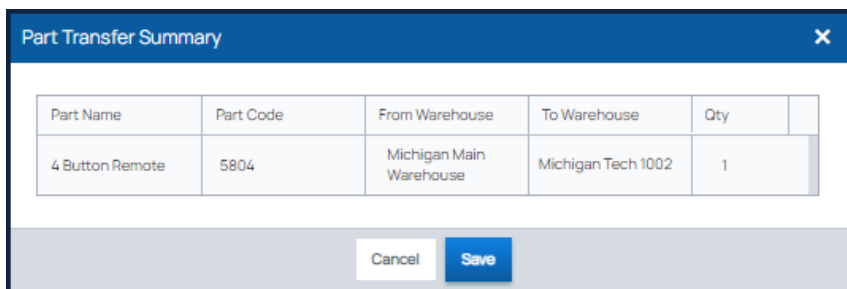
To Warehouse Panel

At the top of this panel, the user selects the warehouse of where the part is being transferred. As the action buttons are used on the From Warehouse panel, the quantity is updated in the To Warehouse panel.



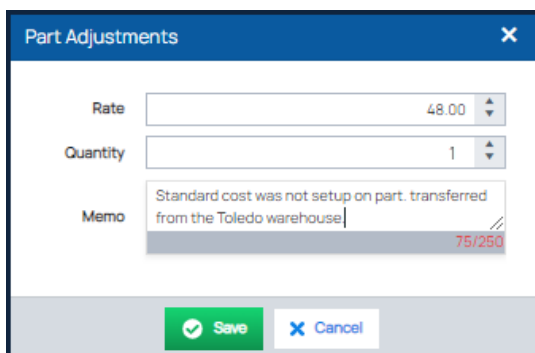
Once the transfer information is finished, click the Transfer button at the top right of the Part Transfer page.

The Part Transfer Summary page will be displayed. Review the information to make certain the To Warehouse and the transfer quantity is correct. Click the Save button to complete the transfer.



Part Adjustment

Users are able to perform an adjustment to a part. This could be to change the current on-hand quantity and/or the rate (unit value) of the part.



Purchase Orders Tab

All Purchase Orders not fully received, which are linked to the warehouse, will be displayed in the grid area. Clicking on the toggle button will show both open and completed purchase orders.

Warehouse - *MI-Main Edit History Part Transfer Delete

Warehouse Total: **\$1,055.83**

Code: *MI-Main
 Name: Michigan Main Warehouse
 Description:

Address: 415 N Main Plymouth, MI 48170
 GL Account: 12800-Inventory-Michigan

Inventory: 13 | **Purchase Orders: 1** | Physical Inventory: 0 | Technicians: 0 | Part Ledger: 5

NO Show All Custom Grid Layout

Drag a column header and drop it here to group by that column

PO Number	Order Date	Vendor	Total Amount	Resolved	Memo
1062	Apr 7, 2022	Tri-Ed	\$340.00	<input type="radio"/> NO	

1 - 1 of 1 items Refresh

Physical Inventory Tab

The grid area will list all Physical Inventories that have been performed for the warehouse. Clicking on the date of the physical inventory will open the details of that physical, showing the beginning quantity, actual count and any variances.

There is also a Create Physical Inventory button on this tab. Creating and processing a physical inventory will be covered in a separate article.

Warehouse - *MI-Main Edit History Part Transfer Delete

Warehouse Total: **\$1,055.83**

Code: *MI-Main
Name: Michigan Main Warehouse
Description:

Address: 415 N Main Plymouth, MI 48170
GL Account: 12800-Inventory-Michigan

Inventory: 13 | Purchase Orders: 1 | **Physical Inventory: 0** | Technicians: 0 | Part Ledger: 5

+ Create Physical Inventory Custom Grid Layout

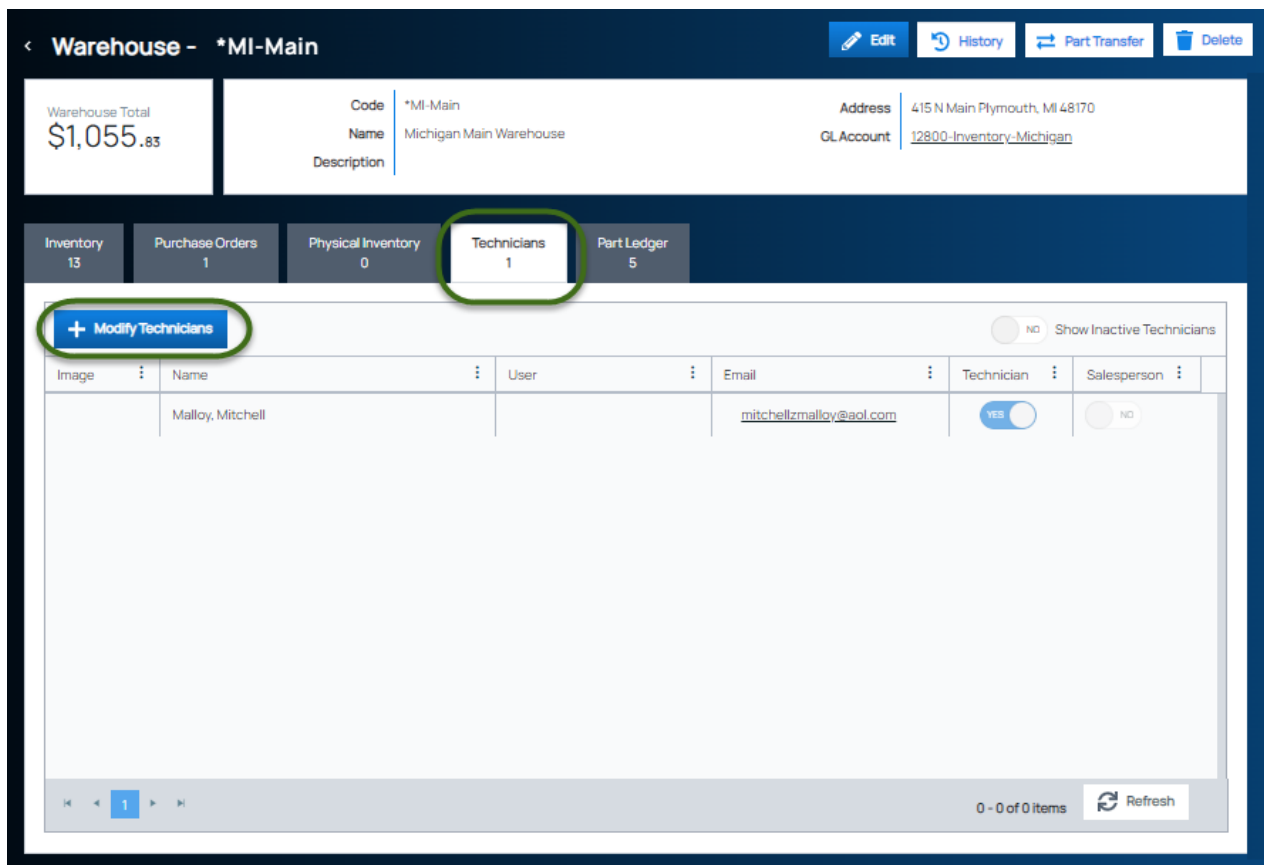
Drag a column header and drop it here to group by that column

Phys. Inv. Date	Note
Tuesday, June 8, 2021	

0 - 0 of 0 items Refresh

Technicians Tab

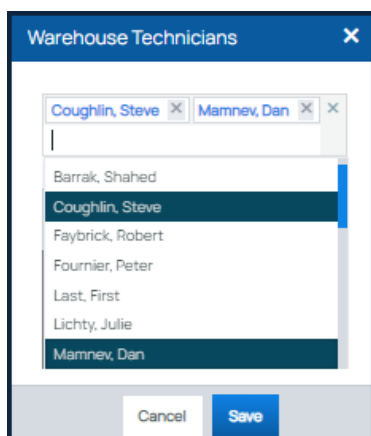
If any Technicians have been linked to this warehouse, either from the Employee setup or by using the Modify Technicians button on this tab, those technician names will be listed in the grid area.



Modify Technicians Button

Clicking this button allows the user to link one or more Technicians to the warehouse without having to go into the Employee setup record.

Click in the technicians field, this will display a list of all technicians and sales persons. Click on the name of the technician to link to the warehouse. To link additional technicians, click in the technician box again to select another technician. When finished, click on the Save button.



Part Ledger Tab

The Part Ledger lists all part entries associated with the warehouse.

Warehouse - *MI-Main Edit History Part Transfer Delete

Warehouse Total: **\$1,055.83**

Code: *MI-Main
Name: Michigan Main Warehouse
Description:

Address: 415 N Main Plymouth, MI 48170
GL Account: [12800-Inventory-Michigan](#)

Inventory: 13 | Purchase Orders: 1 | Physical Inventory: 0 | Technicians: 0 | **Part Ledger: 5**

[Export to Excel](#) Custom Grid Layout

Drag a column header and drop it here to group by that column

Entry	Record Type	Origin	Entry Date	Total Amount	Status	
+ 132	Part Adjustment		Apr 7, 2022	\$48.00	Sent	View Record
+ 131	Part Transfer		Apr 7, 2022	\$0.00	Sent	View Record
+ 130	Part Transfer		Apr 7, 2022	\$0.00	Sent	View Record
+ 129	Part Transfer		Apr 7, 2022	\$0.00	Sent	View Record
+ 128	Part Transfer		Apr 7, 2022	\$0.00	Sent	View Record
+ 127	Part Transfer		Apr 7, 2022	\$0.00	Sent	View Record
+ 126	Part Transfer		Apr 7, 2022	\$0.00	Sent	View Record

0 - 0 of 0 items Refresh

Clicking the “+” symbol to the left an entry will expand the entry to show the details of the entry.

Warehouse - *MI-Main Edit History Part Transfer Delete

Warehouse Total: **\$1,055.83**

Code: *MI-Main
Name: Michigan Main Warehouse
Description:

Address: 415 N Main Plymouth, MI 48170
GL Account: [12800-Inventory-Michigan](#)

Inventory: 13 | Purchase Orders: 1 | Physical Inventory: 0 | Technicians: 0 | **Part Ledger: 5**

[Export to Excel](#) Custom Grid Layout

Drag a column header and drop it here to group by that column

Entry	Record Type	Origin	Entry Date	Total Amount	Status																						
+ 132	Part Adjustment		Apr 7, 2022	\$48.00	Sent	View Record																					
- 131	Part Transfer		Apr 7, 2022	\$0.00	Sent	View Record																					
<table border="1"> <thead> <tr> <th>Record Type</th> <th>Record</th> <th>Part</th> <th>Quantity</th> <th>Rate</th> <th>Amount</th> <th></th> </tr> </thead> <tbody> <tr> <td>Warehouse</td> <td>#*MI-Main Michi...</td> <td>5804 - 4 Button R...</td> <td>-1</td> <td>\$11.20</td> <td>(\$11.20)</td> <td>View Record</td> </tr> <tr> <td>Warehouse</td> <td>#MI-10021 Michig...</td> <td>5804 - 4 Button R...</td> <td>1</td> <td>\$11.20</td> <td>\$11.20</td> <td>View Record</td> </tr> </tbody> </table>							Record Type	Record	Part	Quantity	Rate	Amount		Warehouse	#*MI-Main Michi...	5804 - 4 Button R...	-1	\$11.20	(\$11.20)	View Record	Warehouse	#MI-10021 Michig...	5804 - 4 Button R...	1	\$11.20	\$11.20	View Record
Record Type	Record	Part	Quantity	Rate	Amount																						
Warehouse	#*MI-Main Michi...	5804 - 4 Button R...	-1	\$11.20	(\$11.20)	View Record																					
Warehouse	#MI-10021 Michig...	5804 - 4 Button R...	1	\$11.20	\$11.20	View Record																					
+ 130	Part Transfer		Apr 7, 2022	\$0.00	Sent	View Record																					
+ 129	Part Transfer		Apr 7, 2022	\$0.00	Sent	View Record																					

0 - 0 of 0 items Refresh

Clicking on the hyperlink in the Entry column will open the Part Ledger Entry page. There are two tabs on this page: Part Ledger Details, and General Ledger.

The Part Ledger Details tab shows the same information as when clicking the “+” symbol from the Part Ledger list, with a slightly different layout.

The screenshot shows the 'Part Ledger Entry - 131' interface. At the top, there is a header with a back arrow, the title 'Part Ledger Entry - 131', and a 'History' button. Below the header, there are two sections: 'Record Type' (Part Transfer) and 'Record' (Record), and 'Entry Date' (4/7/22) and 'Note' (Note). Below this, there are two tabs: 'Part Ledger Details' (2) and 'General Ledger' (1). The main content area is a table with the following columns: Record Type, Record, Part, Quantity, Rate, Amount, and a 'View Record' button. The table contains two rows of data:

Record Type	Record	Part	Quantity	Rate	Amount	
Warehouse	#*MI-Main Michigan Main Warehouse	5804 - 4 Button Remote	-1	\$11.20	(\$11.20)	View Record
Warehouse	#MI-1002 Michigan Tech 1002	5804 - 4 Button Remote	1	\$11.20	\$11.20	View Record

At the bottom of the table, there is a pagination bar showing '1' of 2 items and a 'Refresh' button.

The General Ledger tab lists the journal entry posted.

The screenshot shows the 'Part Ledger Entry - 131' interface, now with the 'General Ledger' tab selected. The header and record information are the same as in the previous screenshot. The main content area is a table with the following columns: GL Entry, Entry Date, Total Amount, Memo, and Is Check. The table contains one row of data:

GL Entry	Entry Date	Total Amount	Memo	Is Check
+ 10823	Apr 7, 2022	\$11.20		<input type="checkbox"/>

At the bottom of the table, there is a pagination bar showing '1' of 2 items and a 'Refresh' button.

Clicking the “+” symbol to the left of the GL Entry, will display the debit and credit side of the entry.

Part Ledger Entry - 131


 History

Record Type | Part Adjustment
Record

Entry Date | 4/7/22
Note | Standard cost was not setup on part. transferred from the Toledo warehouse.

Part Ledger Details
2


General Ledger
1

 Export to Excel

Drag a column header and drop it here to group by that column

GL Entry	Entry Date	Total Amount	Memo	Is Check	
- 10823	Apr 7, 2022	\$11.20		<input type="radio"/> NO	
GL Account	Description	Debit Amount	Credit Amount	Memo	Is Reconciled
12800	Inventory-Michigan	\$11.20	\$0.00		<input type="radio"/> NO
12800	Inventory-Michigan	\$0.00	\$11.20		<input type="radio"/> NO

⏪ < 1 > ⏩

1 - 1 of 1 items  Refresh