

Add a Warehouse

Last Modified on 04/27/2022 11:07 am EDT

To add a new Warehouse, navigate to Inventory > Warehouses.

The Warehouse list will be displayed. Click on the Add Warehouse button.

Warehouses

+ Add Warehouse Custom Grid Layout NO Show Inactive Warehouses Total \$112,491.50

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

Warehouse Code	Warehouse Name	Warehouse Total	
*MI-Main	Michigan Main Warehouse	\$0.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
*Ohio-Main	Ohio Main Warehouse	\$10.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
MI-1001	Michigan Tech 1001	\$0.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
MI-1002	Michigan Tech 1002	\$0.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Ohio-Cincinnati	Cincinnati Warehouse	\$0.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Ohio-CLE-Tech1	Cleveland Warehouse- Technician 1	\$0.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Ohio-Cleveland	Cleveland East	\$377.50	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Ohio-COL-Tech1	Service Truck One	\$0.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Ohio-COL-Tech2	Service Warehouse Two	\$5.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Ohio-Columbus	Columbus Warehouse	\$515.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Ohio-Obsolete	Ohio Obsolete Inventory	\$370.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Ohio-Subcontractor	Subcontractor Parts	\$30.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

1 - 15 of 15 items

The Warehouse form will be displayed. The data entry fields are described below. Fields with a red bullet to the left are required.

Warehouse

Warehouse Name: Michigan Tech 1005

Warehouse Code: MI-1005

Warehouse Description: Transit van VIN GU841K36485F (28/250)

Address: 415 N Main, Plymouth, MI 48170 (30/1000)

GL Account: Inventory-Michigan

Data Entry Fields

- **Warehouse Name** – Enter a name for the warehouse. Maximum of 100 characters allowed. On data entry form where there is a field for Warehouse, the drop-down list will display the warehouse name.
- **Warehouse Code** – Enter a code for the warehouse. Maximum of 25 characters allowed.
- **Warehouse Description** – This is internal information regarding the warehouse. If the warehouse is a vehicle, you may want to enter the type of vehicle and the VIN number.
- **Address** – Enter the physical location of where this vehicle resides outside of business hours. If the warehouse is for a technician and they take the vehicle home at the end of the day, enter the technician's home address.
- **GL Account** – From the drop-down list, select the G/L Account which is the inventory asset account for the warehouse.

When finished filling in the form, click the Save button.