How to Create Warehouse

This video will show to users how to Create Warehouse.

Navigate to Inventory, Warehouse, Create New.
Fill in the header info, i.e. Name, Code, Asset Account Settings.

STEP-BY-STEP:
1. Go to Inventory menu
2. Select Warehouse
3. Click Create New button
4. Fill in the header info, i.e. Name, Code, Asset Account Settings, Contact Details, Address.
(mandatory fields in red color or marked with red x)
5. Logical Warehouse Type is a virtual warehouse that need to be assigned under a Physical Warehouse.
6. Click Save button when done. Default and Staging locators will be automatically created by the system.
7. Click on the Locators tab.
Each newly created warehouse will have 3 locators: Default, Staging, and Work In Progress.
8. User can create more locators, generate automatically, or import the data using csv file.
Click the export csv file to export a template for warehouse locators.
9. Click on Assigned Branches tab to assign branches for the selected warehouse.
If there is only one branch, system will auto assign that branch by default.