

Warehouse Options - BWH2000

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This page is used to establish default values for each warehouse. Additionally, you can indicate valid inventory account codes, whether to automatically assign requisition numbers, and which shipping codes are used for this campus.

Set warehouse options:

Complete the data fields under **Warehouse Info**:

Field	Description
Warehouse ID	Type a three-digit code to represent the warehouse ID. If you select a specific warehouse ID using the drop-down field, the **Warehouse ID** field is display only.
Warehouse Description	Type the description of the warehouse. The description is required and can be a maximum of 25 characters.
Warehouse Campus Code	Type the three-digit campus location of this warehouse within the district. If this warehouse number is unknown, click to select from a list.
Inventory Account Codes	Type the inventory account code that applies to the identified warehouse. If inventory codes are used for this campus, click to select from a list. **Notes**: The account code must be already established in the general ledger before it can be entered. You must be set up in Security Administration and Personnel, and have authorized accounts in District Administration.

Indicate the necessary options under **Options**:

Extended Cost Rounding	Select to round the extended amount to the hundredth position when the quantity of items is multiplied by the unit price. If **Extended Cost Rounding** is not selected, it is set to round to tenths.
Blind Warehouse Receiving	Select if your warehouse uses blind receiving. If **Blind Warehouse Receiving** is selected, the quantity ordered or received year to date on the Receive Inventory Items page is not displayed and a warning message indicating if the amount received is over the amount requested is not generated. If **Blind Warehouse Receiving** is not selected, a warning message indicating if the amount received is over the amount requested is generated.
Allow Partial Receiving	Select to allow partial receiving per line item for a requisition on the Receive Inventory Items page.
Print Extended Description	Select if you want the extended description to be printed on the purchase order forms.
Create Receiving Payables	Select to automatically create payable transactions on the Finance > Maintenance > Pending Payables page when using the receiving feature. If not selected, payable transactions are not created in Finance when using the receiving feature.
Suspend Warehouse Transactions	Select to suspend requisitions during a physical inventory so that items and item records remain static. Select this option before physical inventory is conducted. Clear this option after the inventory has been completed.
Allow for Approval Process (Warehouse Requisition)	Select to allow warehouse requisitions to flow through the approval process; otherwise, if not selected, the warehouse requisitions will follow the regular requisition process.
Allow Receiving Overage	Select to allow excess of the amount ordered to be received. If selected, you must indicate the maximum percentage of overage in the **Percent of Items Over** field.
Percent of Items Over	This field is only enabled if **Allow Receiving Overage** is selected. Type the percentage of overage allowed to be received. For example, if this field is set 100% and you ordered one item, you can receive two items.

Add Add a warehouse

Add - Clear All	Click to clear all data for the requisition and add a new row.
Add - Clear Detail	Click to clear the item and account data only and add a new row. Other existing information is not cleared.
Add - Clear Vendor	Click to clear the vendor information. Other existing information is not cleared.

OR

Retrieve an existing record Search for a record.

Requisition Nbr	Type the six-digit requisition number to be retrieved. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled.

Click **Retrieve**. If the requisition number is not known, click Directory.

Auto Assign Shipping Order Number	This field is selected by default and cannot be changed.
Next Available Shipping Order Number	Click to populate the next available shipping order number to be assigned in the **Next Available Shipping Order Number** field, or type the next available number.
Auto Assign Inventory Item Number	Select to allow inventory item numbers to be automatically assigned. Leave blank if using alphanumeric inventory item numbers on the Warehouse > Maintenance > Inventory Maintenance page.
Next Available Inventory Item Number	If **Auto Assign Inventory Item Number** is selected, click to automatically populate the next available number, or type the next available number.

Click **Save**.

Other functions and features:

Delete	Delete the warehouse record. Click to delete the selected warehouse record.