



Warehouse Options - BWH2000

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Field	Description
Warehouse	Warehouse Options - BWH2000 Type the four digit code that appears in the Warehouse ID. If you select a specific warehouse ID using the drop-down field, the Warehouse ID field is display only.
Warehouse > Tables > Description	Type the description of the warehouse. The description is required and can be a maximum of 25 characters.
Warehouse Campus	Type the three-digit campus location of this warehouse within the district. If this page is used to establish warehouse values for an unknown click <input type="button" value="Search"/> to select from a list.
Inventory Account Codes	Type the account code to automatically assign a position number to each warehouse. If this page is used to establish warehouse values for an unknown click <input type="button" value="Search"/> to select from a list. Notes: The account code must be already established in the general ledger before it can be entered.
Set warehouse options:	You must be set up in Security Administration and Personnel, and have authorized accounts in District Administration.

Add a warehouse	Indicate the necessary options under Options :	Retrieve an existing record	Search for a record.
Add -	Click to clear all data for		
Clear All	the requisition and add a new row.		
Add -	Click to clear all data for	Rounding and	Extended Cost
Clear Warehouse Receiving	account data only and add a new row. Other existing information is not cleared.	Select if your warehouse uses blind receiving.	Type the six-digit number to the hundredths position when entering a decimal value.
Add - Clear Vendor	Click to clear all data for	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 generated.	Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled.
		If Blind Warehouse Receiving is not selected, a warning message indicating if the amount received is over the amount requested is generated.	Click Retrieve . If the requisition number is not known, click Directory .
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.		

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.
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