



Warehouse Options - BWH2000

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

Business

Field	Description
Warehouse ID	Type the 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 > Tables > 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 page is used to establish a new warehouse, you must select from a list to indicate the warehouse campus.
Inventory Account Codes	Type the three-digit account code to automatically assign to the warehouse. The shipping unit code is composed for this campus. 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		Options:		Retrieve an existing record.		Search for a record.	
Add -	Click to clear all data for the requisition and add a new row.	Extended Cost Rounding	Select to round the quantity of items is multiplied by the unit price. If not selected, it is set to round to leading zeros are not required. However, if alphanumeric values are entered, the field is not zero filled.	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.	Number	Type the six-digit requisition number to be retrieved.
Clear All	Click to clear all data for the requisition and add a new row.	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.	Other Existing	Select if you want the extended description to be printed on the purchase order forms.	Retrieve	Click Retrieve . If the requisition number is not known, click Directory .
Add -	Click to clear all data for the requisition and add a new row.	Print Extended Description	Select if you want the extended description to be printed on the purchase order forms.	Other Existing	Select if you want the extended description to be printed on the purchase order forms.	Retrieve	Click Retrieve . If the requisition number is not known, click Directory .
Clear Warehouse Detail	Click to clear all data for the requisition and add a new row.	Create Receiving Payables	Select to automatically create payable transactions on the Finance > Maintenance > Pending Payables page when using the receiving feature.	Other Existing	Select if you want the extended description to be printed on the purchase order forms.	Retrieve	Click Retrieve . If the requisition number is not known, click Directory .
Add -	Click to clear all data for the requisition and add a new row.	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.	Other Existing	Select if you want the extended description to be printed on the purchase order forms.	Retrieve	Click Retrieve . If the requisition number is not known, click Directory .
Clear Vendor	Click to clear all data for the requisition and add a new row.	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.	Other Existing	Select if you want the extended description to be printed on the purchase order forms.	Retrieve	Click Retrieve . If the requisition number is not known, click Directory .
Add -	Click to clear all data for the requisition and add a new row.	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.	Other Existing	Select if you want the extended description to be printed on the purchase order forms.	Retrieve	Click Retrieve . If the requisition number is not known, click Directory .
Clear Vendor	Click to clear all data for the requisition and add a new row.	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.	Other Existing	Select if you want the extended description to be printed on the purchase order forms.	Retrieve	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.
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