



# Warehouse Options - BWH2000



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Field	Description
<b>Warehouse ID</b>	Type the three-digit district code to represent the Warehouse ID. If you select a specific warehouse ID using the drop-down field, the <b>Warehouse ID</b> field is display only.
<b>Warehouse &gt; Tables &gt; Warehouse Description</b>	Type the description of the warehouse. The description is required and can be a maximum of 25 characters.
<b>Warehouse Campus Code</b>	Type the three-digit campus location of this warehouse within the district. If this page is used to establish warehouse values for a new warehouse, click <b>to select from a list</b> to indicate the campus location.
<b>Inventory Account Codes</b>	Type the three-digit account code to automatically assign to the warehouse. The shipping unit code is composed for this campus. <b>Notes:</b> The account code must be already established in the general ledger before it can be entered.
<b>Set warehouse options:</b> You must be set up in Security Administration and Personnel, and have authorized accounts in District Administration.	
<b>Add</b> <a href="#">Add a warehouse</a>	<a href="#">Retrieve</a> <a href="#">Search for a record.</a>
<b>Add - Clear All</b>	Click to clear all data for new requisitions and add a new row.
<b>Extended Cost Rounding</b>	Select to round the extended amount to the hundredth position when the quantity of items is multiplied by the unit price. If <b>Extended Cost Rounding</b> is not selected, it is set to round to tens.
<b>Blind Warehouse Receiving</b>	Select if a warehouse uses blind receiving. If <b>Blind Warehouse Receiving</b> is selected, the quantity ordered or received year to date on the <b>Receive Inventory Items</b> page is not displayed and a warning message indicating if the amount received is over the amount requested is not generated.
<b>Allow Partial Receiving</b>	Select to allow partial receiving per line item for a requisition on the <b>Receive Inventory Items</b> page.
<b>Print Extended Description</b>	Select if you want the extended description to be printed on the purchase order forms.
<b>Create Receiving Payables</b>	Select to automatically create payable transactions on the <a href="#">Finance &gt; Maintenance &gt; Pending Payables</a> page when using the receiving feature. If not selected, payable transactions are not created in Finance when using the receiving feature.
<b>Suspend Warehouse Transactions</b>	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.
<b>Allow for Approval Process (Warehouse Requisition)</b>	Select to allow warehouse requisitions to flow through the approval process; otherwise, if not selected, the warehouse requisitions will follow the regular requisition process.
<b>Allow Receiving Overage</b>	Select to allow excess of the amount ordered to be received. If selected, you must indicate the maximum percentage of overage in the <b>Percent of Items Over</b> field.
<b>Percent of Items Over</b>	This field is only enabled if <b>Allow Receiving Overage</b> 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.

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

Click **Save**.

### Other functions and features:

<b>Delete</b>	<a href="#">Delete the warehouse record.</a> Click to delete the selected warehouse record.
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