

# Warehouse Setup

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To setup a new Warehouse, follow the instructions below.

1. Navigate to the Inventory module from the Main Application Menu. Select the Warehouses option within the Inventory menu tree.
2. The Warehouses list will be displayed. Click the New button located at the lower right of the form.
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3. The Warehouse Edit form will be displayed. Enter the required field data then click the Save button at the lower right of the form to save the new Warehouse record. To add additional Warehouse records, repeat steps 2 and 3 until all records have been saved.

Definitions for each field on this setup form will be described below.

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## Data Entry Field Definitions

When finished filling out the form, click the Save button located at the lower right of the form.

- Code - This field is used to enter the code by which the warehouse is identified. This is typically a very brief description of the warehouse such as Truck 1 or Main. When a data entry form contains a warehouse field selection, such as a Purchase Order, when clicking the drop-down lookup button, the warehouses from which to select appear in Warehouse Code order. You may enter up to 25 characters into this field.
- Description - The description field will automatically fill in with the text entered into the Code field. You may add additional information to the description of the warehouse such as Truck 1 VIN# 8798R776S8. You may enter up to 50 characters into this field.
- Account - This is the G/L account number assigned to the warehouse; typically an asset type account. When parts are received into or issued out of the warehouse, this G/L account number will be used for the debit or credit side of the transaction.
- Branch - Select the branch assigned to this warehouse from the drop-down list.
- Location - Click the Address button to enter the physical location of where the warehouse is located. If the warehouse is a vehicle, enter the address of where the vehicle begins its service or installation day, which may be the home address of the Technician.
- Latitude & Longitude- This field is used by one SedonaOffice customer for integration with a proprietary GPS tracking system. Any information entered into this field is for informational purposes only.

□ Note: If your company has activated Material Handler Security, and a new Warehouse is created, remember to grant access to the new warehouse for the appropriate Material Handlers within SedonaSetup/Material Handlers.