

Edit a Warehouse

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To edit the setup information of a 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. Highlight the Warehouse to be edited, then click the Edit button located at the lower right of the form.
3. The Warehouse Edit form will be displayed. Even though all fields are available to be edited, if any financial transactions have recorded to the warehouse, you should not change the Account or Branch fields. This may cause problems in financial reporting.
4. When finished, click the Save button located at the bottom of the form.

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