Inactivate a Warehouse

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To Inactivate 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 inactivated, then click the Edit button located at the lower right of the form.

3. The Warehouse Edit form will be displayed. Check the Inactive checkbox located at the upper right of the form.

4. When finished, click the Save button located at the bottom of the form.

Note: If there are existing parts quantities in this warehouse, you should transfer these to a different Active warehouse before marking as inactive.