

Multiple Warehouses

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Introduction

Technical Support

Welcome to the instructional manual for the Warehousing module within the Eagle Business Management System (EBMS). Eagle Solutions is pleased to provide you with instructions and tips regarding the Windows version of EBMS. In the sections following, explanations and examples of the available features in the Eagle Business Management System will be explained for optimal use of the System. If you need to reach our staff for further help, contact us using the information below:

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Overview

The Multiple-Warehouse module of EBMS is an inventory enhancement feature that allows a single inventory item to be purchased, stored, and sold from multiple locations. This inventory feature allows a company to track inventory counts within multiple stores or warehouses as well as maintaining a sales and purchase history for each location. Multiple warehouses may identify actual warehouses, store locations or service vehicles. The flexibility of this module can be used to associate warehouses with departments, cost centers or company divisions.

The Multiple Warehouse module is an optional feature that can be added to the standard or deluxe versions of Eagle Business Management System.

The following types of companies benefit from this feature:

- Retail stores with multiple sales locations.
- Distributors or wholesalers with warehouses in different locations.
- Service companies with multiple service trucks that carry inventory on the vehicle.

A warehouse is often associated with a department or profit center. This relationship can be setup as one of the following options:

- 1) Each warehouse is directly related to a single department.

For example:

- Warehouse A is associated with department 010;
- Warehouse B is associated with department 020;
- Warehouse C is associated with department 030.

This option allows both the warehouse and department to be set within an invoice using a single entry. The revenue from a sale of an inventory item would be posted to department 010 if the item were sold from warehouse A, but would be posted to department 020 if the same item was sold from warehouse B. This method is useful if a department identifies a store location or company division. Review the [Creating New Warehouses > Associating each Warehouse with a single Company Division or Department](#) section for setup details.

- 2) This option should be used if a warehouse affects the department setting, but many departments exist within a warehouse.

For example, a hardware store with multiple locations contains multiple departments within each location:

- Store 1 = Warehouse A
 - Department 110 – Hardware Department
 - Department 120 – Paint Department
 - Department 130 – Electrical Department
- Store 2 = Warehouse B
 - Department 210 – Hardware Department

Department 220 – Paint Department

Department 230 – Electrical Department

Department 240 – Plumbing supplies Department

- Store 3 = Warehouse C

Department 310 – Hardware Department

Department 320 – Paint Department

Department 340 - Plumbing supplies Department

Departments are identified based on a combination of the warehouse or location and the inventory item. Review the Creating New Warehouses > Associating Multiple Departments to Each Inventory Item section below for setup details.

- 3) This option applies when the department is associated with the inventory item or product and is not affected by the warehouse at all. Since the warehouse has no affect on the department, the department is set within the advanced tab of each inventory item. It is recommended that this option should be used if EBMS is setup with no departments or profit centers.

- Location 1 = Warehouse A

Department 010 – Hardware Department

Department 020 – Paint Department

Department 030 – Electrical Department

- Location 2 = Warehouse B

Department 010 – Hardware Department

Department 020 – Paint Department

Department 030 – Electrical Department

Department 040 – Plumbing supplies Department

- Location 3 = Warehouse C

Department 010 – Hardware Department

Department 020 – Paint Department

Department 040 – Plumbing supplies Department

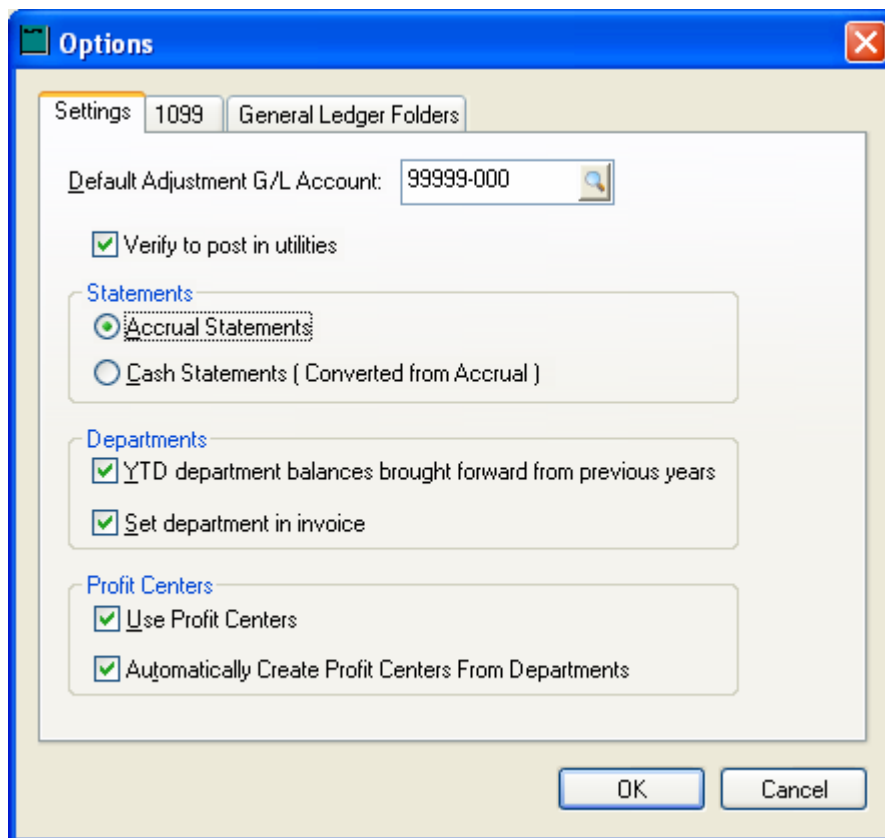
Notice that the departments are the same no matter where the inventory item is located. This method is also the most popular when warehouse settings identify service trucks or other smaller inventory locations. Review the Creating New Warehouses > Associating a Single Department to an Inventory Item section for setup details.

Creating New Warehouses

Associating each Warehouse with a Single Company Division and Department

This section explains the necessary settings required to associate each warehouse directly with a single department.

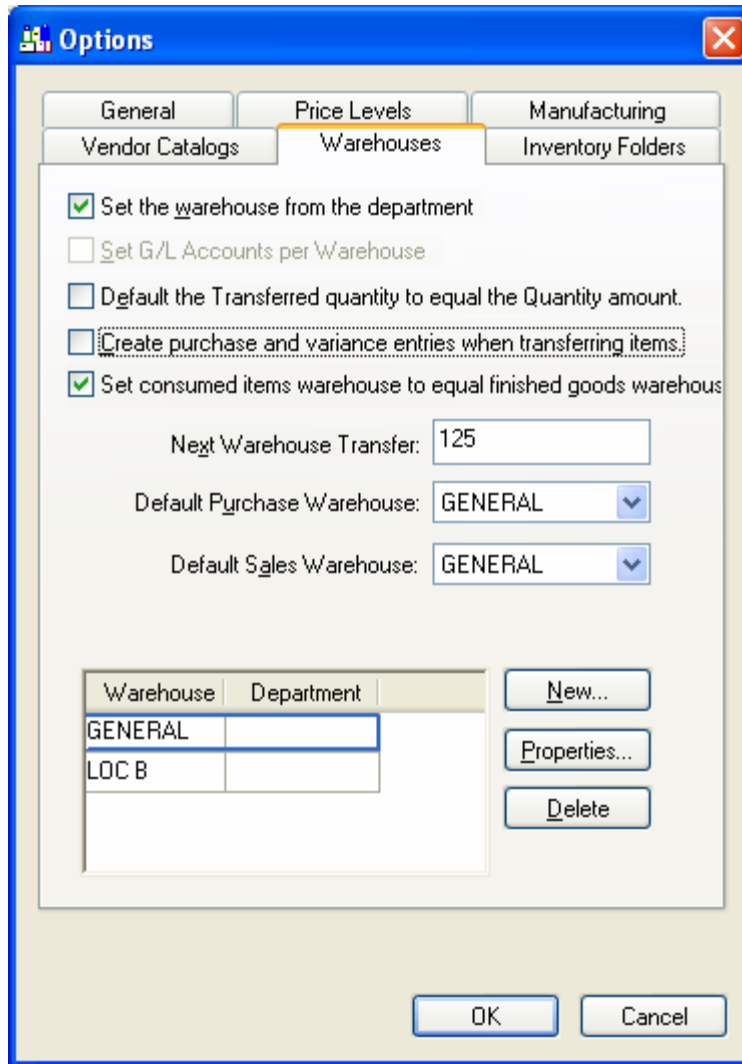
The **Set Department in Invoice** option within **General Ledger > Options > Settings** must be enabled before a warehouse can be associated with a single company division or location.



Review the General Ledger > Departments and Profit Centers > Using a Department as a Company Division or Location section for details on this general ledger option.

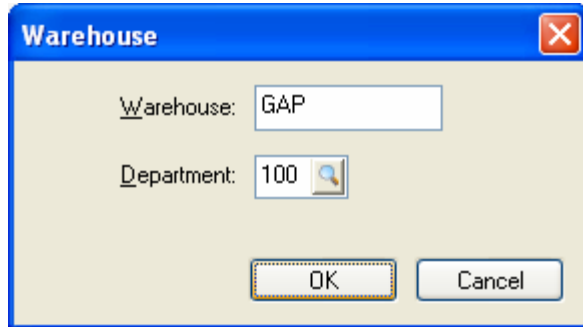
All company divisions or locations are to be entered within the department window before proceeding. (Review General Ledger > Departments and Profit Centers section for instructions on how to enter departments.)

- 1) Go to **Inventory > Options > Warehouses** tab to open the following options dialog:



- 2) The **Set the warehouse from the department** option is enabled and can not be changed since the general ledger option has been turned ON.
- 3) Enable the **Default the Transfer quantity to equal the Quantity amount** option unless the user enters the products in the inventory transfer list before the transfer step is processed. This option should be enabled in normal situations.
- 4) Disable the **Create purchase and variance entries when transferring items** option in a normal process. Review the Generate Purchase and Variance Transactions for Warehouse Transfers Option section for more details.
- 5) The **Set consumed items warehouse to equal finished goods warehouse** option is used within the manufacturing window. Review the Manufacturing > Using Multiple Warehouses section within the manufacturing documentation.
- 6) The Next Warehouse Transfer number is a sequential number used in the Warehouse Transfer window. (Review Managing Inventory within a Warehouse > Transferring Inventory between Warehouses section for details on the Warehouse Transfer window.)

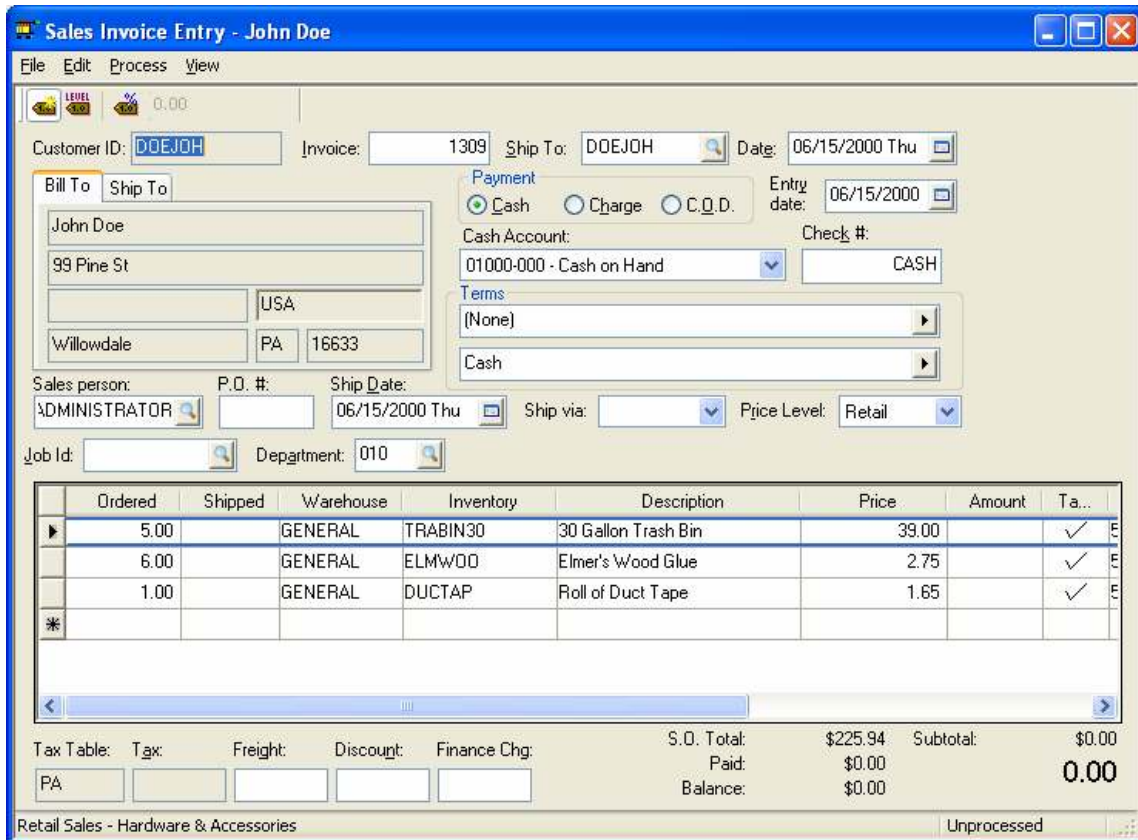
- 7) The **Default Purchase Warehouse** and the **Default Sales Warehouse** can be ignored since the default warehouse within both invoice windows is set based on the department rather than these settings.
- 8) Click on the **New** button to add a new warehouse.



- 9) Enter a new **Warehouse ID** and its associated **Department**. Click on the lookup button to view all available departments. Each **Warehouse** must have a unique **Department** associated with it. Click **OK** to create a new warehouse. Repeat this step for each new warehouse.

Click **OK** to save option settings.

The **Warehouse** cannot be set within the expense or sales invoices.



The **Warehouse** column within the sales invoice cannot be changed directly by the user. The **Department setting** located on the invoice heading will change the **Warehouse** column. Any

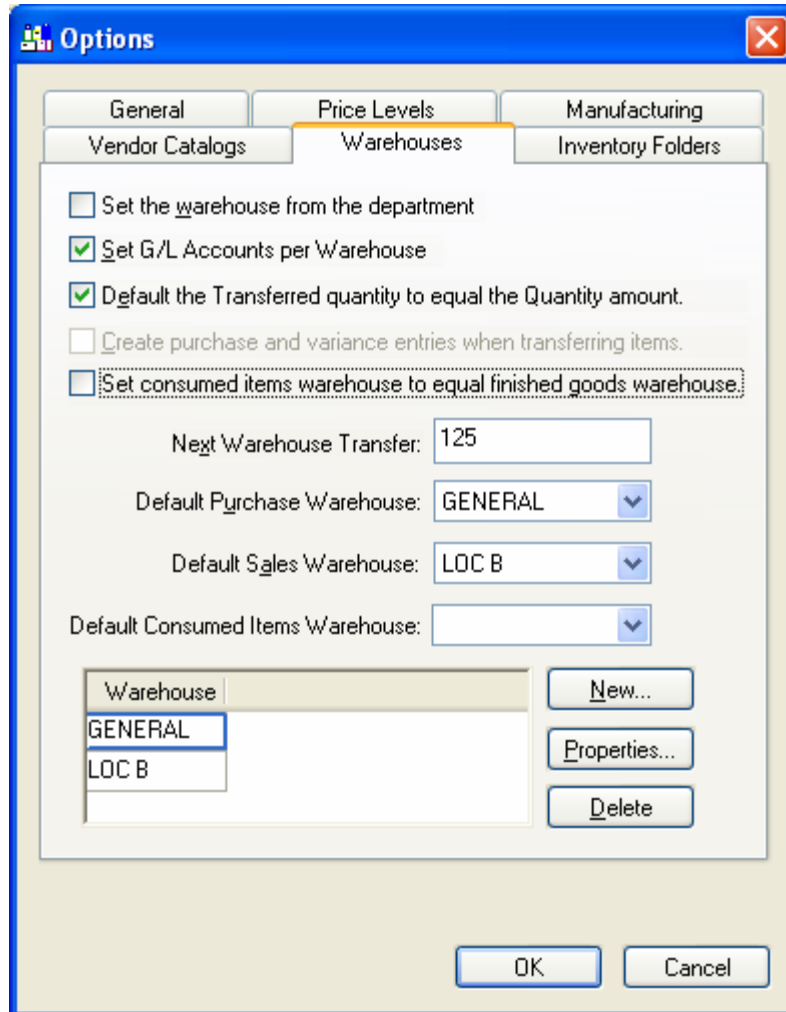
Multiple Warehouses

inventory that is sold from a different warehouse must be transferred to the invoice's **Department** using the **Warehouse Transfer** window. The user should hide the **Warehouse** column of the sales invoice since these settings are always the same and cannot be changed. Review Managing Inventory within a Warehouse > Transferring Inventory between Warehouses section for details.

Associating Multiple Departments for each Inventory Item

This section describes the settings required to configure EBMS to allow many departments within a warehouse.

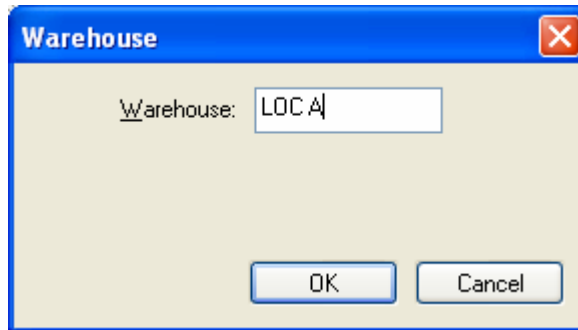
1. Go to **Inventory > Options > Warehouses** tab to open the following window:



2. The **Set the warehouse from the department** option must be disabled and the **Set G/L Accounts per Warehouse** must be enabled.
3. Enable the **Default the Transfer quantity to equal the Quantity amount** option unless the user enters the products in the inventory transfer list before the transfer step is processed. This option should be enabled in normal situations.
4. Disable the **Create purchase and variance entries when transferring items** option in a normal process. Review the Generate Purchase and Variance Transactions for Warehouse Transfers Option section for more details.

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5. The **Set consumed items warehouse to equal finished goods warehouse** option is used within the manufacturing window. Review the Manufacturing > Using Multiple Warehouses section within the manufacturing documentation.
6. The Next Warehouse Transfer number is a sequential number used in the Warehouse Transfer window. Review the Managing Inventory within a Warehouse > Transferring Inventory between Warehouses section for details on the Warehouse Transfer window.
7. Click on the **New** button to add a new warehouse.

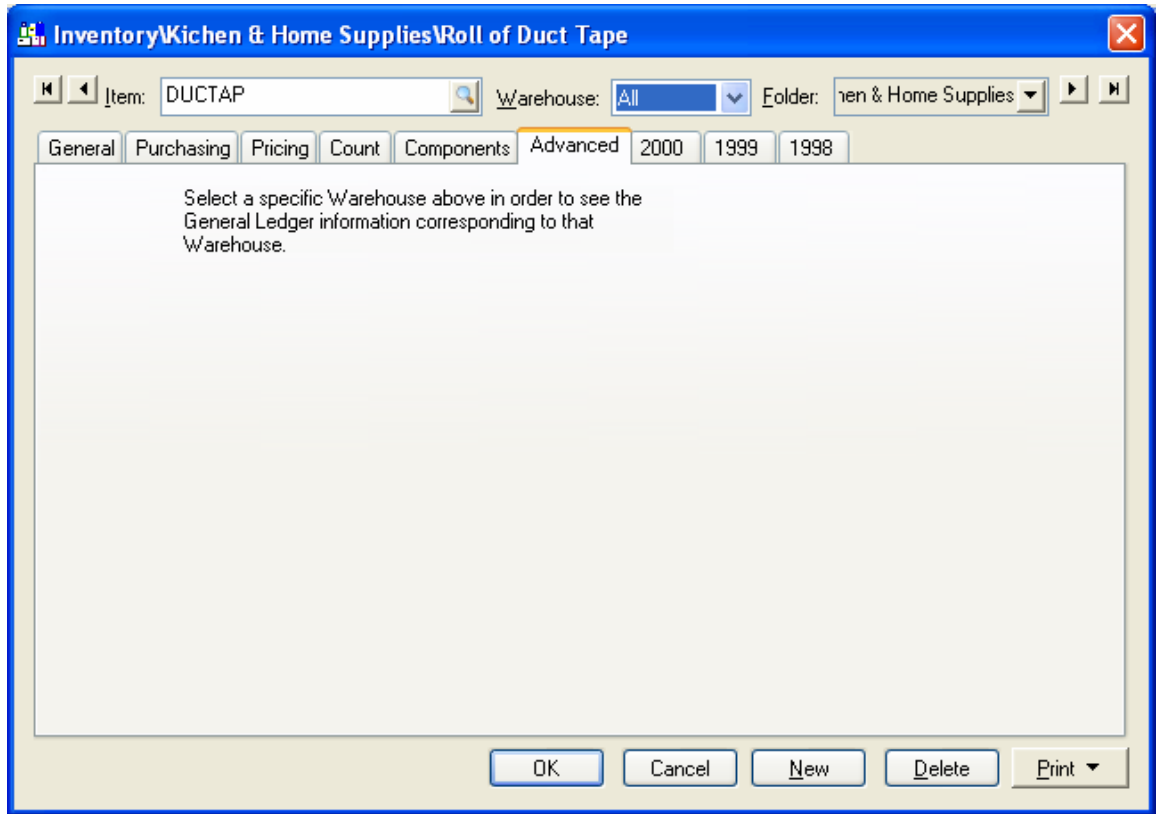


Enter a **Warehouse** ID code and click the **OK** button.

8. Enter the **Default Purchase Warehouse**. The expense invoice and **Inventory > Warehouse Transfer** windows will default to this setting. Set the **Default Sales Warehouse** that will be used in the sales invoice. These defaults are user-defined so that each user may select their individual defaults.
9. Review the Manufacturing > Using Multiple Warehouses section within the manufacturing documentation for details on the **Default Consumed Items Warehouse** setting.

Click **OK** to save option settings.

10. The general ledger accounts are associated with each warehouse within the inventory item. Open the **Advanced** tab of an inventory item as shown below:



11. The general ledger settings must be set for each warehouse. Change the **Warehouse** setting from the **All** option to a warehouse option. The general ledger codes can be set for the selected department as shown below:

Multiple Warehouses

The screenshot shows a software window titled "Inventory\Kitchen & Home Supplies\Roll of Duct Tape". The window has a blue title bar and a standard Windows-style interface. At the top, there are fields for "Item: DUCTAP", "Warehouse: GENERAL", and "Folder: Kitchen & Home Supplies". Below these are several tabs: "General", "Purchasing", "Pricing", "Count", "Components", "Advanced", "2000", "1999", and "1998". The "Advanced" tab is currently selected. The main area of the window is titled "Default General Ledger Accounts" and contains several input fields and a checkbox:

- Sales:** 010 (with a magnifying glass icon) and a checked checkbox for "Use Price Level G/L Account".
- Purchase:** 60000-010 (with a magnifying glass icon).
- Inventory Variance:** 65000.
- Inventory Asset:** 05000-000 - Inventory (with a dropdown arrow).
- Manufacturing Offset:** 60000-010.

At the bottom right of the main area is a button labeled "Set Department...". At the very bottom of the window are five buttons: "OK", "Cancel", "New", "Delete", and "Print" (with a dropdown arrow).

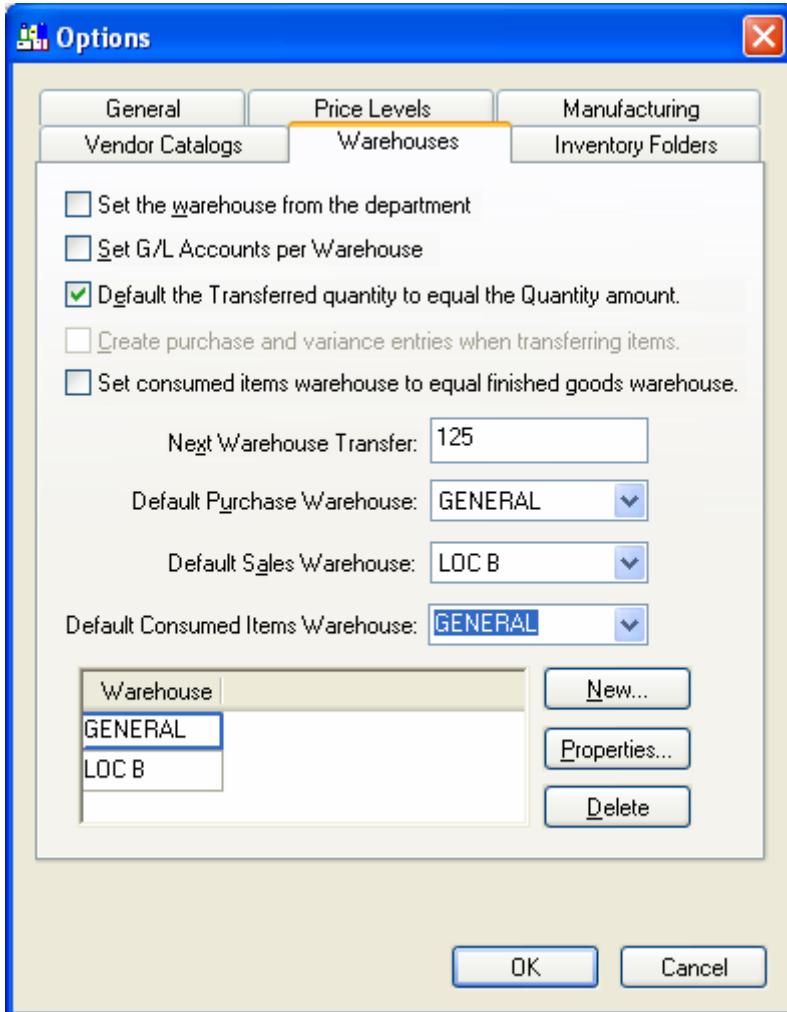
Review the Inventory > Inventory Items > Changing Inventory Defaults section of the main manual for details regarding the advanced tab settings.

Use the **Edit Defaults** feature and filter down department values to globally change the department setting for each warehouse. Review EBMS Features > Changing Defaults, Filtering Down Data and Globally Changing Data section of the main manual for details.

Associating a Single Department to an Inventory Item

This section describes the option settings when the warehouse has no relation to a department. This option should not be used if EBMS is setup with departments or profit centers. Since the warehouse has no affect on the department, the department is set within the advanced tab of each inventory item.

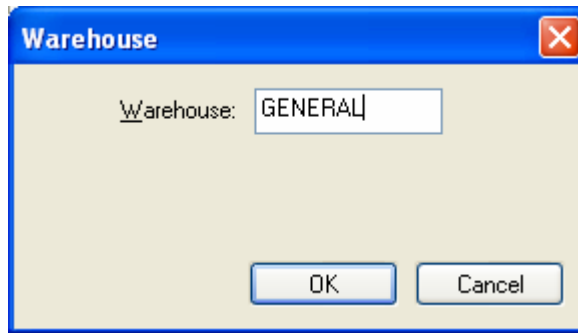
- 1) Go to **Inventory > Options > Warehouses** tab to open the following window:



- 2) Both the **Set the warehouse from the department** and the **Set G/L Accounts per Warehouse** options must be disabled.
- 3) Enable the **Default the Transfer quantity to equal the Quantity amount** option unless the user enters the products in the inventory transfer list before the transfer step is processed. This option should be enabled in normal situations.
- 4) The **Create purchase and variance entries when transferring items** option is disabled and does not apply in this situation.

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- 5) The **Set consumed items warehouse to equal finished goods warehouse** option is used within the manufacturing window. Review the Manufacturing > Using Multiple Warehouses section within the manufacturing documentation.
- 6) The Next Warehouse Transfer number is a sequential number used in the Warehouse Transfer window. Review the Managing Inventory within a Warehouse > Transferring Inventory between Warehouses section for details on the Warehouse Transfer window.
- 7) Click on the **New** button to add a new warehouse.



- Enter a new **Warehouse** id and click **OK**. Repeat this step for each new warehouse.
- 8) Enter the **Default Purchase Warehouse**. The expense invoice and **Inventory > Warehouse Transfer** windows will default to this setting. Set the **Default Sales Warehouse** that will be used within the sales invoice. These defaults are user selected so that each user may set their individual defaults. Click the **OK** button.

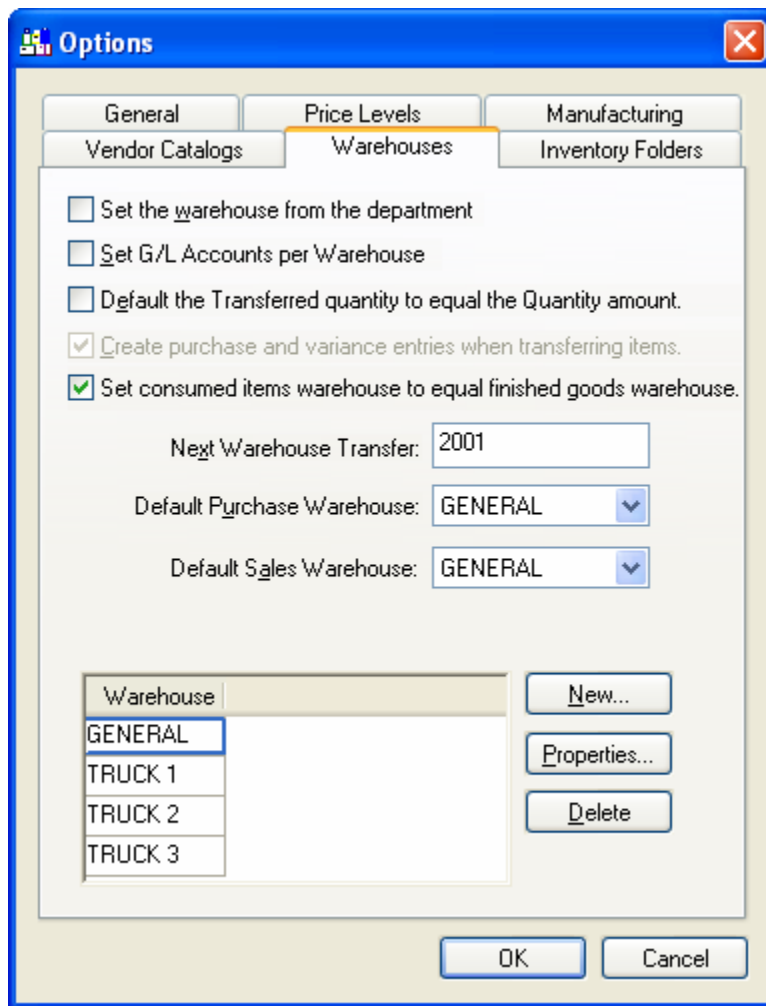
The warehouse setting must be set within a sales or expense invoice. Review the **Using Multiple Warehouses** section for details on setting the warehouse options in various windows.

Managing the Inventory on a Service Vehicle using the Warehouse Module

The Warehouse module of EBMS can be useful when managing inventory on multiple service vehicles. Managing and billing inventory properly within the service industry can become a daunting task without proper tools to manage parts usage. Many service companies lose large amounts of inventory because inventory is not properly billed or recorded. Managing inventory within service trucks requires the following four steps:

Setup warehouses within the EBMS software.

- 1) Select the **Warehouses** tab within **Inventory > Options** to open the following dialog:

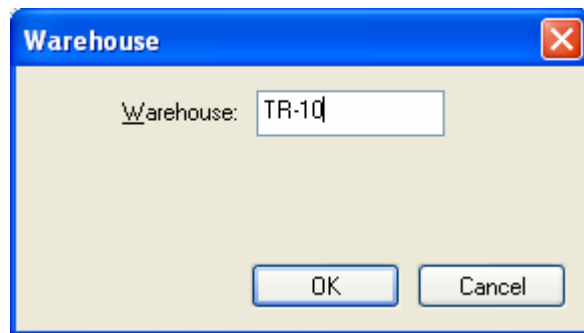


- 2) Both the **Set the warehouse from the department** and the **Set G/L Accounts per Warehouse** options should be disabled.
- 3) The **Next Warehouse Transfer** number is a sequential number used in the **Warehouse Transfer** window.

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- 4) Set the **Default Purchase Warehouse** and the **Default Sales Warehouse** to the main warehouse setting. This will cause the purchase, sales and transfer entry windows to default to the main **Warehouse**. Click **OK** to save the warehouse options.

A service truck is identified as another warehouse within EBMS. Each truck should be entered as a separate warehouse so the inventory can be kept separate between the trucks and the main warehouse. Click on the **New** button to add a new warehouse or service truck.



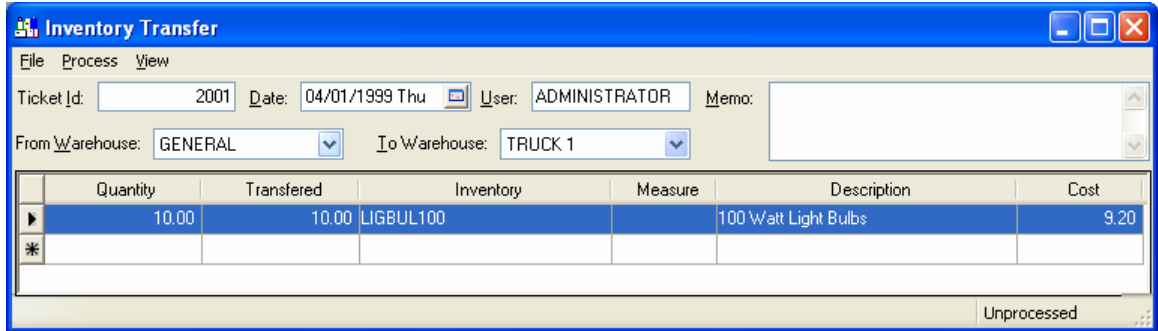
- 5) Enter the new **Warehouse** (service truck) ID and click **OK**. Repeat this step for each new vehicle or warehouse.

Inventory parts can be billed from service trucks using a few different processes.

- Inventory pulled from the general warehouse for a specific job can be entered into the sales order at the time the parts are loaded on the truck. These parts should be billed from the general warehouse.
- Inventory pulled from the truck's stock inventory can be billed using 2 different options:
 - If the parts that were used from the truck's inventory are immediately restocked, the parts could be billed from the general warehouse. This method saves some data entry steps, but it is very important that a procedure is implemented if the parts cannot be immediately restocked on the service truck. This would require the user to do an inventory transfer from the truck to the general warehouse or to change the warehouse setting on the sales invoice to maintain proper inventory on the truck.
 - The 2nd option is to change the warehouse setting within the sales order to the truck's ID. An inventory transfer will need to be made for all the items that are used to restock the truck.

Recording the inventory items as they are transferred from a warehouse to a service vehicle:

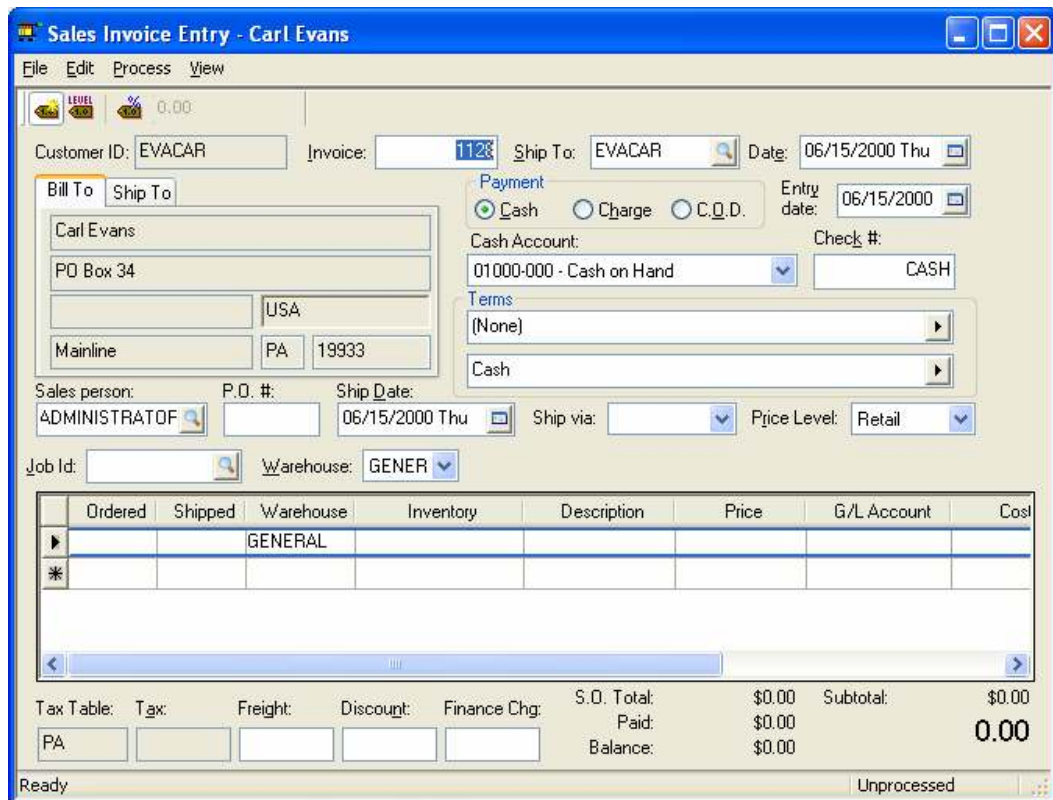
Inventory must be counted and transferred whenever inventory is taken from the warehouse to a service truck. Go to the **Inventory > Warehouse Transfer** window to record any inventory that is used to stock the service truck from the main warehouse.



The **From Warehouse** should be set to the main warehouse and the **To Warehouse** should be set to the service truck being stocked. List all the inventory that is being transferred from the warehouse to the service truck. (Review the Transferring Inventory between Warehouses section for more details on the **Warehouse Transfer** window.)

Deducting inventory from the correct vehicle when billing the customer:

The **Warehouse** setting within the sales invoice must be properly set when selling inventory from a service truck. Go to **Sales > Invoices and S.O.s** to invoice a customer:



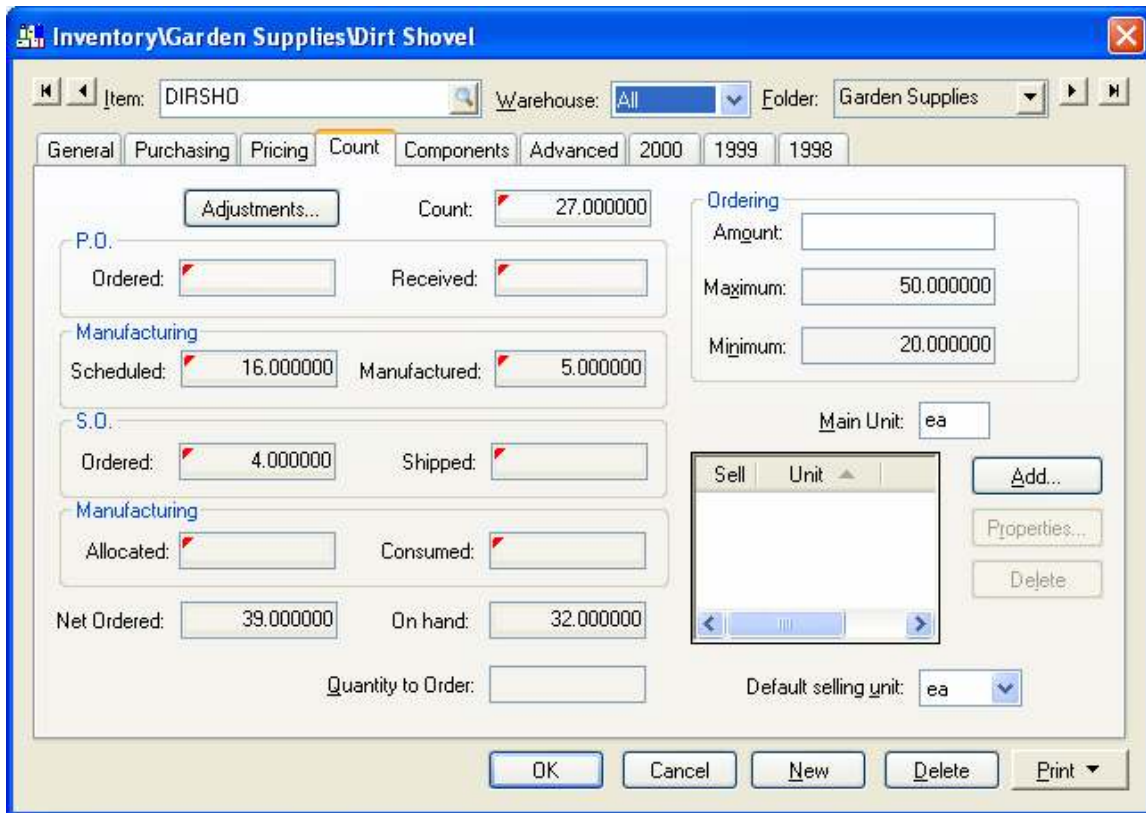
The **Warehouse** setting, located on the heading of the invoice, should be set to identify the source of the majority of the inventory being sold. The **Warehouse** column is the setting for individual detail lines that can be changed to reflect a different warehouse or service truck. This will cause the inventory to be deducted from a different source, such as the main warehouse or another service truck. (See the **Selling Inventory from a Warehouse** section for more details on invoicing the customer from different warehouses.)

Using Multiple Warehouses

Managing Inventory within a Warehouse

EBMS records the inventory counts and history for every inventory item within each warehouse. The count detail can be viewed from the **Count** tab and the history within the year tabs.

Select **Inventory > Inventory Items** from the main menu and select an inventory item. Click on the **Count** tab as shown below:



The **Warehouse** setting on the top of the dialog window affects the **Advanced** and **Count** tabs as well as the yearly history tabs; it does not affect the other tabs. Set the **Warehouse** option to **All** to view the total inventory count values for all the warehouses combined, or select a specific **Warehouse** to view the counts within the selected **Warehouse**.

Click on any history year tab and note that the purchase and sales history is maintained for each warehouse.

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Inventory Roll of Duct Tape

Item: DUCTAP Warehouse: All Folder: Inventory

General Purchasing Pricing Count Components Advanced 2000 1999 1998

	Purchases		Sales		Balances:	
	Quantity	Cost	Quantity	Cost	Price	Quantity
Jan	72.00	82.50	72.00	83.40	109.20	6.00
Feb	100.00	110.00	75.00	82.50	110.55	31.00
Mar	412.00	453.20	230.00	253.00	331.98	213.00
Apr			150.00	165.00	227.50	63.00
May	110.00	121.00	95.00	104.50	155.65	78.00
Jun			10.00	11.00	16.50	68.00
Jul						68.00
Aug	50.00	55.00				118.00
Sep			60.00	66.00	99.00	58.00
Oct						58.00
Nov						58.00
Dec						58.00
Total:	744.00	821.70	692.00	765.40	1,050.38	

Invoiced... Other...

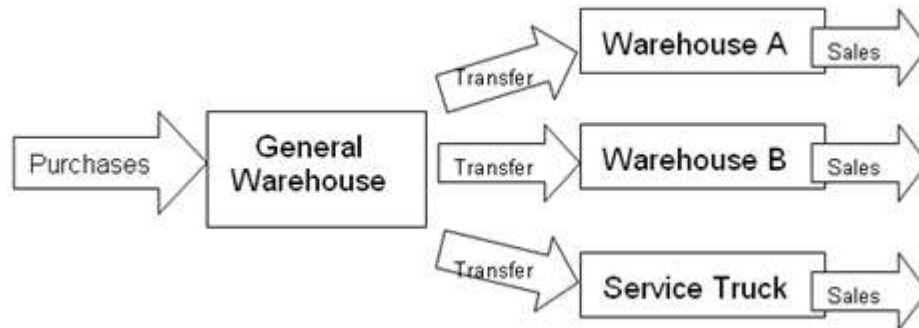
OK Cancel New Delete Print

The drill-down feature is available for the count and history tabs when the **Warehouse** is set to **All** or when a specific warehouse is selected.

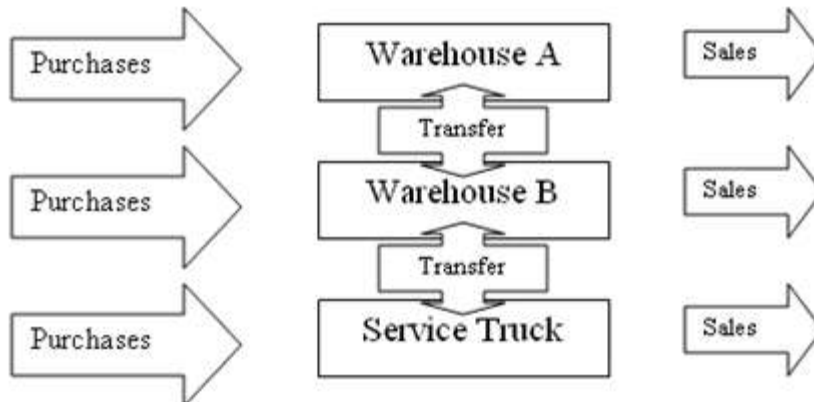
Purchasing Inventory for a Warehouse

Inventory purchasing and management can differ dramatically between different companies. Some of the options are diagramed below:

- Some may opt to ship all purchased inventories to the main warehouse and then distribute inventory to other locations.



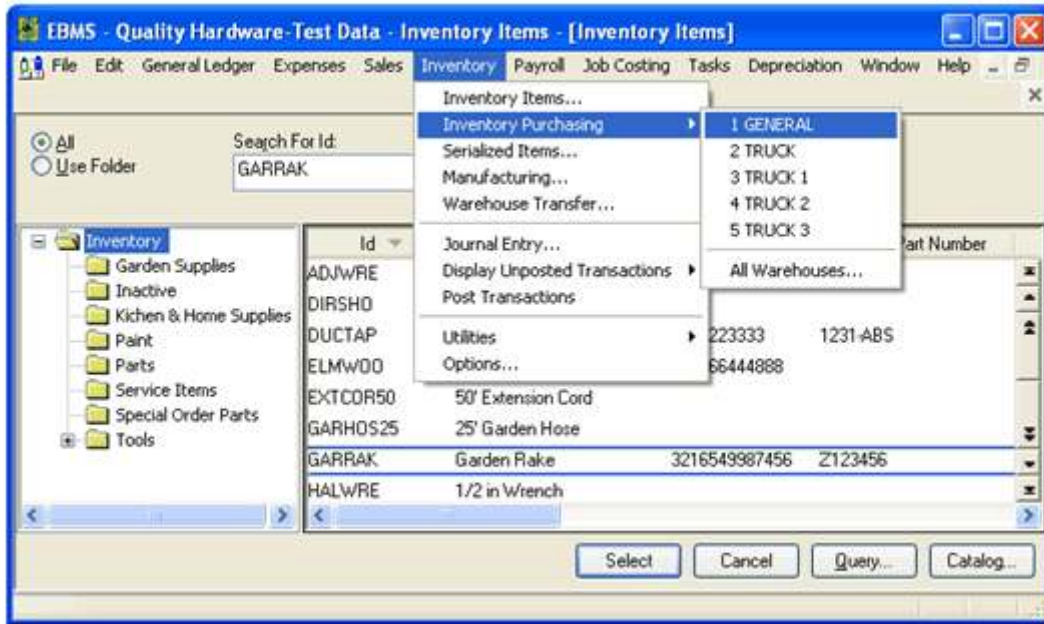
- Other companies may purchase and ship directly to individual warehouses. The Multiple Warehouse module of EBMS accommodates either one or a combination of the two methods.



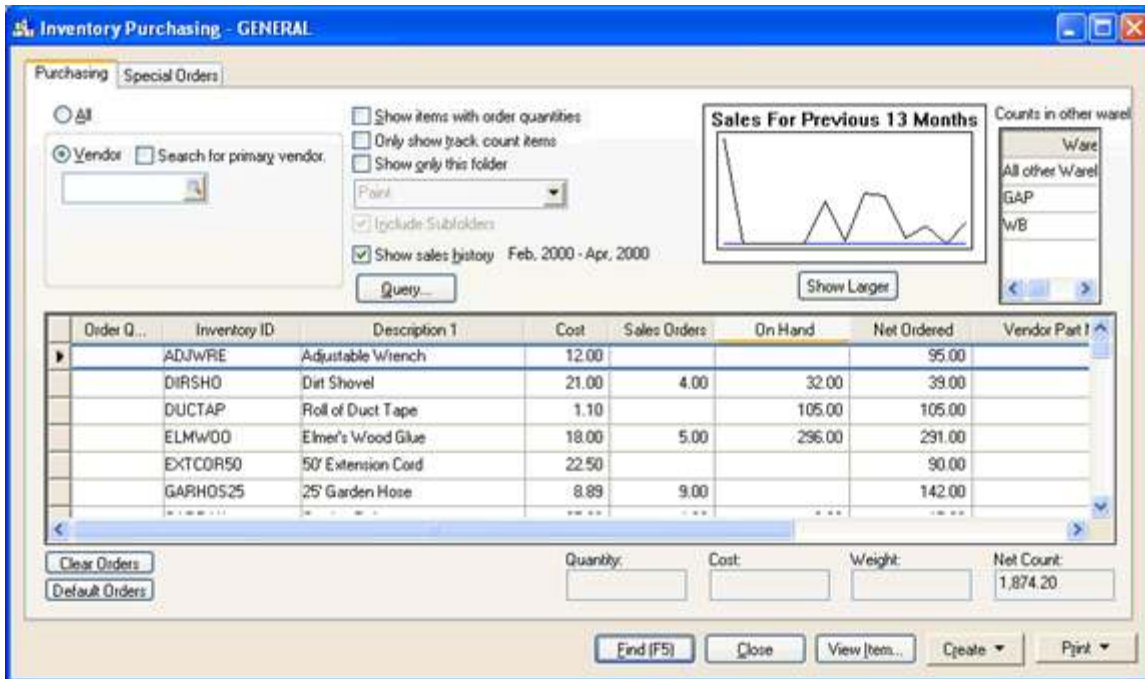
The following sections explain the means of purchasing for specific warehouses. A good knowledge of the inventory purchasing window, purchase orders, and expense invoices is recommended before proceeding with this section. Review the Inventory > Inventory Purchasing, Expenses > Purchase Orders, and Expenses > Invoices sections of the main manual for general instructions on purchasing inventory.

Purchasing Inventory using the Inventory Purchasing Window

Select the **Inventory Purchasing** option from the main **Inventory** menu to open a sub-menu listing the available warehouses.



Select the **All Warehouses** selection on the menu to purchase inventory based on the stock of all warehouses. This option is useful if the purchasing is based on the stock of all warehouses and if all inventories are shipped to the same warehouse. The user selected a single warehouse – **General** in the following example:



Note that the title bar identifies the selected warehouse. All the values such as **Count**, **Purchase Orders**, **Sales Orders** and **On Hand** will reflect the values for the selected warehouse rather than the values for the entire company. The ordering amount such as **Minimum Inventory**, **Maximum Inventory** and **Order Amount** is also based on the values entered within each warehouse. Note that the **Order Amount** can be within the **Count** tab of an inventory item with the warehouse set to **ALL** and this value will be copied to all warehouses that do not have a value.

The **Order Quantity** value is unique for each warehouse setting, including the **All Warehouses** option and will not be lost or changed if another warehouse is selected. The **Order Quantity** entered for a specific warehouse does not affect the **Order Quantity** when the **All Warehouses** option is selected.

A purchase order process is not dependent on the warehouse setting. (Review the Inventory > Inventory Purchasing section for more details on the standard purchasing window and its features and processes.)

To populate inventory purchasing data you must click the **Find (F5)** button after every time a change is made in the window heading.

Creating a Purchase Order for a Warehouse

Go to **Expenses > Invoices and P.O.s** to open the purchase order window as shown below:

Expense Invoice Entry - Quality Distributors

File Process View

Vendor: Ship To: Pay To

Vendor Id: QUADIS

Quality Distributors
145 Main Street
Philadelphia PA 19019 USA

Invoice: PO#219 Date: 06/15/2000 Thu

Payment: Manual Charge Urgent Entry date: 06/15/2000

Bank Account: 01100-000 - Checking Account

Terms: (None) Net 30 days

P.O. #: 219 Ship via: Description: Total: \$0.00

Ordered	Received	Warehouse	Inventory	Description	Unit Cost	Amount (P.O.)
4.00		GENERAL	GARHOS25	25' Garden Hose	8.89	35.56
5.00		GENERAL	DIRSHO	Dirt Shovel	21.00	105.00
6.00		GENERAL	GARRAK	Garden Rake	37.00	222.00
3.00		WB	GARRAK	Garden Rake	37.00	111.00
*						

Tax: Freight: Discount: Finance Chg: Paid: \$0.00

P.O. Total: \$473.56 Subtotal: \$0.00
Weight: 0.00 Total: \$0.00
Balance: \$0.00

Purchases - Hardware & Accessories Unprocessed

All detail lines of a purchase order that contain inventory items must contain a **Warehouse** setting. The **Warehouse** has no effect on the expense invoice if an inventory **Item ID** is not used.

EXAMPLE: The **Warehouse** setting is not required when entering an electrical bill since no inventory is being processed. Miscellaneous expenses are not posted to a department based on the warehouse setting. Non-inventory expenses should be allocated to a particular department or cost center based on the general ledger account rather than the warehouse setting.

The Warehouse setting will default to the Default Warehouse setting found in Inventory > Options > Warehouses tab. The Warehouse cannot be changed if the General Ledger > Options > Settings > Set Department in Invoice option is enabled. Review the Associating each Warehouse with a single Company Division and Department section for more details if the Warehouse cannot be changed.

Create multiple detail lines for the same item if the purchases are distributed to multiple warehouses. See the garden rake example shown above.

Transferring Inventory between Warehouses

The **Warehouse Transfer** window is used to transfer inventory items from one warehouse to another. This feature is needed if an item is purchased at one warehouse and sold from a different warehouse. A warehouse transfer ticket should be created and processed whenever items are moved from one warehouse to another in order to maintain accurate inventory counts. Complete the following steps to transfer inventory from one location (warehouse) to another:

- 1) Go to **Inventory > Warehouse Transfer** to open the following window:

	Quantity	Transferred	Inventory	M...	Description	Cost
	5.00	5.00	DIRSHD	ea	Dirt Shovel	60.00
	4.00	4.00	GARRAK		Garden Rake	148.00
▶	1.00	1.00	GARHOS25	▼	25' Garden Hose	8.89
*						

- 2) The **Ticket Id** is used to identify the specific transfer. Hit the <Tab> key to use the **Next Warehouse Transfer** number. The number increments each time it is displaced and can be changed in the **Inventory > Options > Warehouses** tab. The **Ticket Id** number should be manually entered if a transfer ticket is used that contains a preprinted number.
- 3) Enter the **Date** when the inventory is being transferred. This date is used to post inventory history and general ledger transactions.
- 4) The **User** entry will default to the user's log-in name. This entry can be changed to reflect the user that was responsible for the inventory transfer.
- 5) The **From Warehouse** should be set to the location where the inventory transfer originated. This setting will default to the **Default Purchase Warehouse** within **Inventory > Options > Warehouses**.
- 6) The **To Warehouse** is the destination of the inventory items and will default to the **Default Sales Warehouse**. Go to **Inventory > Options > Warehouses** to edit the list of available warehouses or to change the **Default Sales Warehouse**.

Complete the following steps for each detail line:

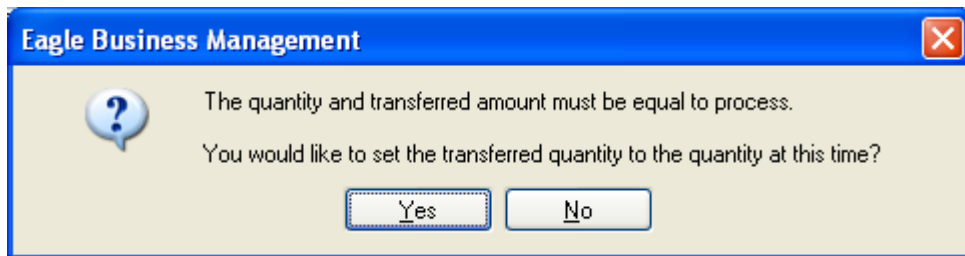
- a) Enter the **Quantity** of inventory items to be transferred to a new warehouse. The **Quantity** amount will be recorded within the S.O. Ordered amount of the inventory item's Count tab in a similar way as the ordered amount within the sales order.

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- b) Enter the quantity that was **Transferred**. This quantity should be zero if the inventory needs to be reserved but is not being transferred at this time. This will cause the items to be reserved but will not affect the net count of the item. See the **Inventory > Inventory Item > Count** item to view these counts. The **Transferred** quantity must equal the **Quantity** column before the batch can be transferred. Set the **Inventory > Options > Warehouse** tab > **Default Transferred Quantity to Equal the Quantity Amount** switch ON to automatically copy the **Quantity** amounts to the **Transferred** amount.
- c) Enter the inventory **Item** that you wish to transfer. This inventory item must be classified as **Track Count**, **Registered Whole Goods** or **Special Orders**. The **Description** and **Cost** fields will automatically be populated from the information entered in **Inventory > Inventory Items** window.
- d) The Unit of **Measure** field is an optional field that identifies the unit of measure being used for this inventory item. (See the Unit of Measure section for more details.) If you never use multiple units of measure for any inventory items, this field can be removed from the manufacturing window by right clicking on any of the column titles and toggling the **Measure** column off.
- e) The **Cost** is used to determine the value of the inventory being transferred. If the system is set to process perpetual inventory, the **Cost** will be calculated on a FIFO or LIFO method; otherwise the last cost is used. Go to **Inventory > Options > General** to view the current **Inventory Method** setting.

Repeat the steps listed above for each inventory item that is being transferred.

- 7) Select **Process > Process** to transfer the inventory from one warehouse to another. The following dialog will appear if the **Transfer** quantities do not match the **Quantity** column values:



Select **Yes** to copy **Quantity** values to the **Transfer** column and continue the transfer process.

The following transactions are created when an inventory transfer is processed:

<u>Standard Transfer Transactions</u>	<u>Debit / Credit</u>
The inventory asset is debited the value of each item	Debit
The inventory asset is debited the <u>negative</u> value of each item	Debit (negative)

The inventory asset account may differ for the same item if the **Set G/L Accounts per Warehouse** option is enabled. This option is found in the **Inventory > Options > Warehouse** tab.



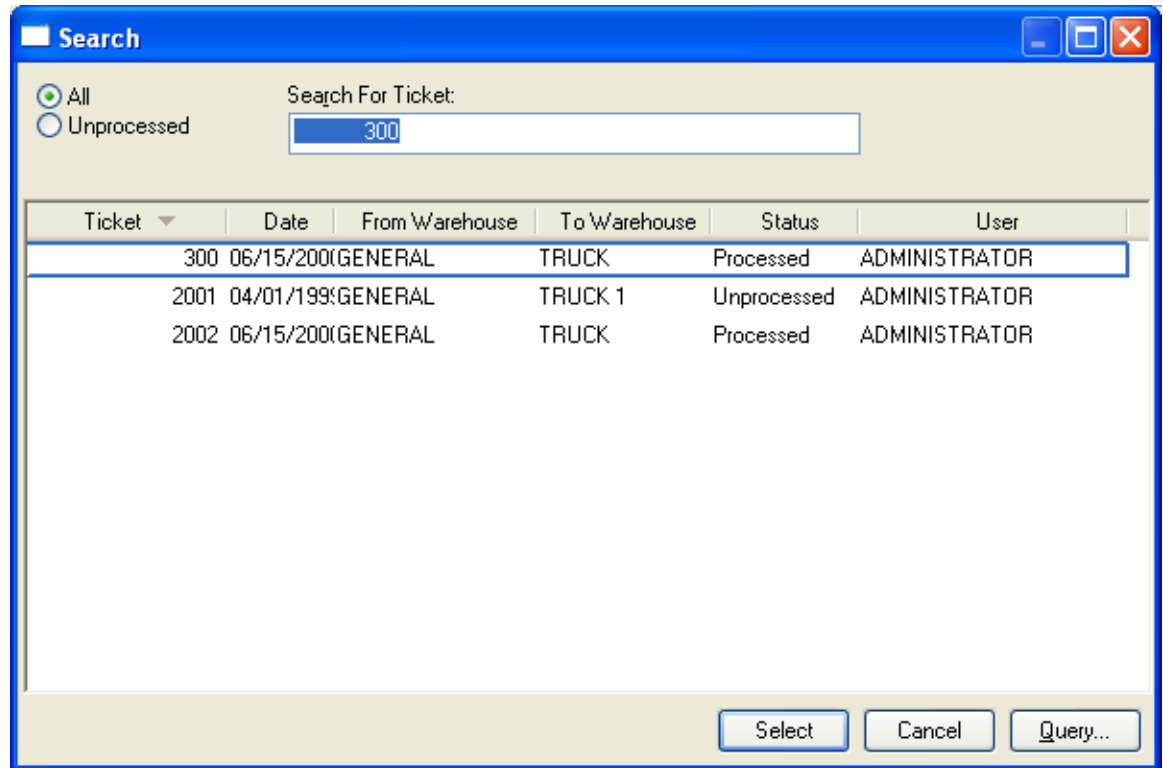
No inventory transactions are created for the purchase and variance accounts unless the **Create purchase and variance entries when transferring items** option is enabled. Review the Generate Purchase and Variance Transactions for Warehouse Transfers Option section for more details on this option. Review the Inventory > Tracking Inventory Counts > Inventory Variance within the main documentation for more details on the variance account.

Select **File > Copy** to make a duplicate of a ticket. This function can save time when entering similar tickets.

Select **File > Save** from the transfer window menu to save the transfer information without processing the transfer.

Click on the **File > Open** from the transfer menu to open an existing transfer ticket.

Multiple Warehouses



The screenshot shows a 'Search' dialog box with the following elements:

- Radio buttons for 'All' (selected) and 'Unprocessed'.
- Text input field labeled 'Search For Ticket:' containing the value '300'.
- A table with the following data:

Ticket	Date	From Warehouse	To Warehouse	Status	User
300	06/15/2000	GENERAL	TRUCK	Processed	ADMINISTRATOR
2001	04/01/1998	GENERAL	TRUCK 1	Unprocessed	ADMINISTRATOR
2002	06/15/2000	GENERAL	TRUCK	Processed	ADMINISTRATOR

Buttons at the bottom: Select, Cancel, Query...

Selecting **Process > Unprocess** from the Transfer menu can void an inventory transfer.

Generate Purchase and Variance Transactions for Warehouse Transfers Option

This option is important when processing inventory transfers from one warehouse to another. Go to **Inventory > Options > Warehouse** tab to view or change this option as shown below:

The screenshot shows the 'Options' dialog box with the 'Warehouses' tab selected. The following options are checked:

- Default the Transferred quantity to equal the Quantity amount.
- Create purchase and variance entries when transferring items.
- Set consumed items warehouse to equal finished goods warehouse.

The following options are unchecked:

- Set the warehouse from the department
- Set G/L Accounts per Warehouse

Fields for warehouse configuration:

- Next Warehouse Transfer: 2003
- Default Purchase Warehouse: GENERAL
- Default Sales Warehouse: GENERAL

A list of warehouses is shown at the bottom:

W...
GENERAL
TRUCK
TRUCK 1
TRUCK 2

Buttons: New..., Properties..., Delete, OK, Cancel

- A pair of cost-of-sales Transactions is created each time inventory is purchased using an expense invoice. Review the Inventory > Tracking Inventory Costs > Inventory Variance section of the main manual for details on the cost-of-sales Transactions.
- The **Generate Purchase and Variance Transactions for Warehouse Transfers** option should be turned ON only if the general ledger accounts and departments for each warehouse are not the same and the purchase values are desired for each warehouse. These transactions are not necessary to create accurate cost-of-sales totals for each warehouse or division.

If this option is turned OFF:

Multiple Warehouses

Only inventory general ledger asset transactions are created to identify the transfer within the inventory item's history. No cost-of-sales transactions are created. Review the Transferring Inventory between Warehouses section for more details on the standard transactions.

If this option is turned On:

The purchase values will be debited to the purchase general ledger account for the new warehouse and credited to the G/L account for the **From Warehouse**. The offsetting inventory variance transactions will be created for each warehouse as well. Inventory general-ledger asset transactions are created do matter how this option is set. Review the Inventory >Tracking Inventory Counts > Inventory Variance section within the main EBMS documentation for more details on the variance general ledger transactions.

Selling Inventory from a Warehouse

The warehouse must be selected within a sales invoice to identify the source of inventory items that are being sold.

Sales Invoice Entry - John Doe

Customer ID: DOEJOH Invoice: 1312 Ship To: DOEJOH Date: 06/15/2000 Thu

Bill To: John Doe, 99 Pine St, Willowdale, PA 16633, USA

Payment: Cash Charge C.O.D. Entry date: 06/15/2000

Cash Account: 01000-000 - Cash on Hand Check #: 1234

Terms: 1 % paid by the 10 day of the next month Due the 11th day of the next month

Sales person: ADMINISTRATOR P.O. #: Ship Date: 06/15/2000 Thu Ship via: Price Level: Retail

Job Id: Warehouse: GENER

Ordered	Shipped	Warehouse	Inventory	Me...	Description	Price	Amount	T.
4.00	4.00	GENERAL	GARHOS25		25' Garden Hose	13.50	54.00	✓
5.00	5.00	GENERAL	SEED	50 bag	Alfalfa Seed	149.00	745.00	✓
1.00	1.00	WB	SEED	50 bag	Alfalfa Seed	149.00	149.00	✓

Tax Table: Tax: PA \$56.88 Freight: Discount: \$9.48 Finance Chg: S.O. Total: \$1,004.88 Subtotal: \$948.00 Paid: \$15.75 Balance: \$989.13

1,004.88

Retail Sales - Hardware & Accessories Unprocessed

The **Warehouse** field, located on the heading of the invoice, is copied into the **Warehouse** column of each invoice detail line. The **Warehouse** column can be hidden if all inventories contained within the invoice are sold from the same warehouse. Review the EBMS Features > Column Appearance section for details on the required steps to hide invoice columns.

A single line of inventory on a sales invoice can be sold from a different warehouse than the remainder of the invoice. This flexibility can be useful to invoice for inventory sold from different warehouses. The warehouse from which the inventory was sold will not be credited (recorded in inventory sales history) if the inventory is sold from the original warehouse instead of being transferred to the selling warehouse.

The **Warehouse** setting is not needed in the invoice details lines that do not contain inventory item codes.

The Warehouse cannot be changed if the General Ledger > Options > Settings > Set Department in Invoice option is enabled. Review the Associating each Warehouse with a Single Company Division and Department section for more details if the Warehouse cannot be changed.

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