



Warehouse Maintenance

Megan De Freitas - 2025-06-26 - Inventory

Overview

The Warehouse Maintenance module can be used to quickly update and manage company warehouse sites. With the proper security access, users can see all inventory assigned to each warehouse, can update location user fields, or view in-transit transfers.

Use

Select a warehouse ID from the **Site** dropdown list. After choosing a site, the remaining information can be updated to reflect the desired changes. Information that can be updated includes warehouse Tax Schedule ID, Address, and Contact Info.

Note: The Bin fields can only be edited in environments where multi-bin has been enabled in GP.

WAREHOUSE x

Close Refresh Save Delete

Properties

Site: WAREHOUSE ☐ Inactive

Description: Main Site

Address

Address: 4300 West Elm St.

City: Chicago State: IL

Zip: 60601-4300

Country Code: Country:

Tax Schedule ID

Sales: USASTCITY-6*

Purchases: USAUSSTCITY+6*

Contact Info

Phone 1: (312) 555-0103

Phone 2: (312) 555-0103

Phone 3:

Fax: (312) 555-0103

Default Bins

Purchase Receipts: E01S3

Purchase Returns: E10S4

Sales Order Fulfillment:

Sales Returns:

Assembly Receipts: E06S5

Material Issues: E10S4

Manufacturing Receipts:

Repair Issues:

Inventory

The Inventory tab allows for the search of items that are assigned to the selected warehouse.

Inventory User Fields In-Transit Transfers

Search

Search By

Item: 100XLG Description: Item Class:

Search Options

☐ Show Inactive

Warehouse Inventory

Item Number	Description	On H...	Allocated	Backordered	On Or...	Available	Item Class
100XLG	Green Phone	30	4	0	0	26	

UOM: Each Hide Empty Bins: ☐

Item	Bin	Qty Type	Quantity	Qty Allocated
			0	0

User Fields

The User Fields tab displays user fields that have been created on the Location business object in [User Defined Fields](#).

In-Transit Transfers

This tab allows users to search for in-transit transfer lines related to the selected site. The Order Document ID field can be clicked to open the In-Transit Transfer.

Inventory

User Fields

In-Transit Transfers

Search

Search By

Item: Description:

Item Class:

Site Options

☒ To Site

☒ Via Site

☒ From Site

In Transit Transfer Lines

Order Document ID	Item N...	Descri...	Item Class	UoFM	Transf...	Qty Re...	From Site	Via Site	To Site	Order D...	Shipping ...	ETA Date
000000000001077	HD-20	20 Gig ...	RM-ACT	EACH	0	0	WARE...	NORTH	SOUTH	2/13/2018		
0000001063	3-D26...	DB 15 ...	COMPON...	EACH	10	0	WARE...		101G	9/10/2004	UPS GRO...	9/10/2004
0000001063	3-D26...	DB25 F...	COMPON...	EACH	10	0	WARE...		101G	9/10/2004	UPS GRO...	9/10/2004

Security

Warehouse Maintenance - Grants users access to the module.

Warehouse In-Transit Transfers - Displays the In-Transit Transfers tab in the Warehouse maintenance module.

Warehouse Inventory - Displays the Inventory tab in the Warehouse Maintenance module.

Warehouse User Fields - Displays the User Fields tab in the Warehouse Maintenance module.