5.1.1.1. Adding a warehouse

Using this form, you can add a new warehouse master record.

On this form, there are two required fields: **Description** and **Entity**.

The "Warehouse (create)" form

If the new warehouse is a structural unit of a larger warehouse, in the **Parent** field, select the larger warehouse or create a record for it.

<Auto> in the **Code** field indicates that the system will assign a unique identifier to the new warehouse once you save the record.

Make sure that the **Entity** filed is populated with the the entity which owns the warehouse.

In the **Description** field, provide a brief description for the warehouse – this description will be displayed on the system interface and will designate the warehouse in drop-down lists.

The **Type** field is populated with the default type of warehouses, *Warehouse*. If needed, you can select one of the following types: *Retail* or *Department*.

The **Separate Warehouse and Financial Documents** option is available for the warehouse if the **Separate Warehouse and Financial Documents** option is selected on the **Administration** > **Settings** > **Purchasing and Warehouses** form.

If selected, this option indicates that in this warehouse for registering the goods movements, the following document must be used:

- *Goods Receipt Notes*: To register the goods received to the warehouse as a result of purchases, customer returns, inventory transfers, and stocktaking.
- *Goods Dispatch Notes*: To register the goods issued from the warehouse as a result of sales, returns to suppliers, inventory transfers, and stocktaking.

In the **Responsible** field, you can specify an employee who is responsible for inventory stored in this warehouse.

The toolbar buttons

Click the **Save** button to save the new warehouse or the **Save and close** button to save the warehouse and close the form.

Available links

You can use the *Bin Locations* link (above the toolbar) to view or define a hierarchy structure of bin locations for the warehouse. Before you click the link, make sure that you saved any changes to the warehouse. For details, refer to Warehouse Bin Locations.