Understanding and Using Inventory Locations

Document #:	3092	Product:	CenterPoint® Accounting

An inventory location is a physical location where purchased inventories are stored. Each location stores the address, e-mail address, fax number, the units of measure used for that inventory, and the capacity or storage. Inventory locations can be entered as part of any transaction and used through transaction reports and the analysis of transaction data. Inventory locations (storage centers) are a way to tag transactions to specific locations where your inventory is stored. If tracking inventory balances by location, the inventory balances report will designate where your inventory is stored. Inventory locations are optional in CenterPoint and can be added at any time.

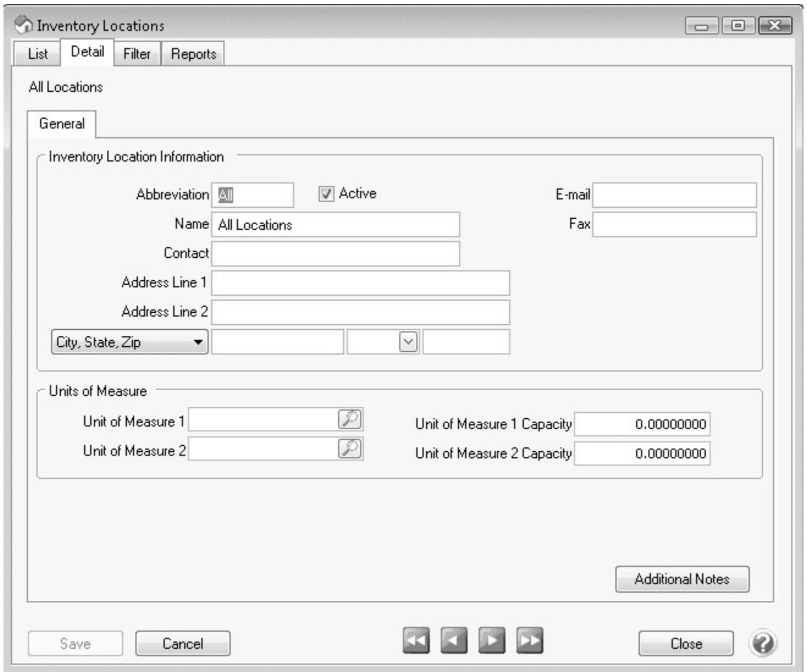
Prerequisite

This option is available only when the Multiple Inventory Location add-on module is purchased and installed.

This topic will include instructions on how to:

Create an Inventory Location

1. On the **Setup** menu, point to **General**, and then click **Inventory Locations**.
2. Click **New** to create a new blank location. Or if the location be adding is similar to an existing location, you can highlight the similar name and click **Copy**. This will create a new location using all of the information in the highlighted location.



3. In the **Abbreviation** box, enter optional information that you can easily identify the inventory location by. For example, HB1 for Home Bin 1 or BE for Burtonview Elevator.
4. In the **Name** box, enter required information that describes the inventory location.
5. In the **Contact** box, enter optional contact information.
6. In the **Address Line 1** and **Address Line 2** boxes, enter the optional street address and any other information, for example, suite number or post office box number.
7. If your preferences are set to use the automatic Zip Code/Postal Code Lookup for addresses, in the Zip/Postal Code box enter the zip code or postal code. If a list displays, select the appropriate city/state or city/province from the list. If your preferences are not set to use the Lookup for addresses, enter in the City/State/Zip, City/Province/Postal Code, or Address 3 Foreign Address information.

> Note: To set a City/State/Zip, City/Province/Postal Code, or Address 3 Foreign Address as the default, right-click and select Set As Default. To clear the default City/State/Zip, City/Province/Postal Code or Address 3 Foreign Address, right-click and select Clear Default.

8. Enter the **E-mail** address and **Fax** number (if applicable).
9. In the **Unit of Measure 1** and **2** boxes, select a unit of measure stored at this inventory location. Unit of Measure are optional. The Unit of Measure assigned to a location is for information purposes only and is not used in transctions.
10. In the **Unit of Measure 1** and **2 Capacity** boxes, enter the maximum amount of the unit measure that can be stored in this inventory location. Unit of Measure Capacities are optional and are for information purposes only.
11. To add notes to this inventory location, click **Additional Notes**, enter the notes, and then click **OK**.

> Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

12. Click **Save** to save the inventory location and return to the List tab, or click **Close** to save the inventory location and close the Inventory Locations screen.

Change an Existing Location

All information on an existing Location can be modified, including the abbreviation and name. All history and balances will stay with the Location.

1. On the **Setup** menu, point to **General**, and then click **Inventory Locations**.
2. Select the inventory location you want to change, and then click **Edit**.

Note: If you change the information in the Name box, past inventory location information is automatically linked to the new name. For example, if you change inventory location Bin to Home Bin, your reports will no longer show inventory location Bin and any existing information for inventory location Bin is now part of Home Bin.

3. Edit the details associated with this inventory location.
4. Click **Save** to save the inventory location and return to the List tab, or click **Close** to save the inventory location and close the Inventory Locations screen.

Delete an Existing Location

The Delete button completely removes a location from the system.

Note: You cannot delete a record that has any type of history or other records linked to it in the system. If you have a Location that is no longer being used, but does have historical activity, please refer to the Change the Status of an Existing Location topic below.

1. On the **Setup** menu, point to **General**, and then click **Inventory Locations**.
2. Select the inventory location(s) you want to delete, and then click **Delete**.
3. At the "**Are you sure you want the item deleted?**" message, click **Yes**.

Change the Status of an Existing Location

Locations that are no longer being used, but have history, can be deactivated. On transaction screens, the list of locations will only include active locations. Filters can be created in reports, lists, etc. to only include active locations. Locations can be active for some companies and not for others.

1. On the **Setup** menu, point to **General**, and then click **Inventory Locations**.
2. Right-click on an active location and select **Activate/Deactivate**, select the companies the name is inactive in, and then click **OK** .

Combine Two Existing Locations

The Combine button allows you to combine two existing locations into one. For example, if a location was inadvertently setup twice or is no longer used. The Combine feature allows you to transfer all the activity and balances from one location to another location. The location you combined will disappear from the list. The location that was combined into will include all activity from both locations.

Note: after using the Combine button, all transactions from the original location will display the name you combined it to, not the original location. Use the Active Status button to inactivate a location if you do not wish to lose the location in past transaction activity.

Note: You cannot combine multiple master file records at one time. You can combine only one record with one other record at one time. The record in the Combine Information From box will be combined into the record you select from the list under With and will be removed from the database.

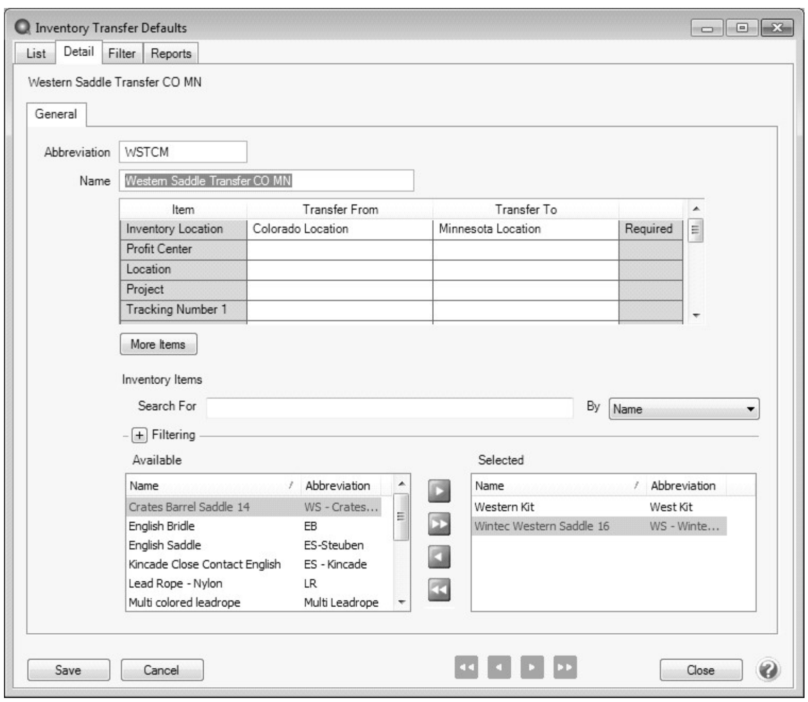
1. On the **Setup** menu, point to **General**, and then click **Inventory Locations**.
2. Select a Location that you want to combine into another location. This is the location that will no longer be in the list when the process is complete.
3. Click the **Combine** button.
4. On the Combine screen select the **Location** you wish to combine the activity to.
5. Click **OK**.

6. At the "Are you sure you want to combine (the location you selected in Step 2) into (the location you selected in Step 4)?" message, click **Yes**.
7. The location you selected in Step 2 has now been removed and will no longer appear on the List tab. The combined information will be stored in the location you selected in Step 4.

Create Inventory Transfer Defaults (Optional)

The Inventory Transfer Defaults screen allows you to setup optional default transactions to move multiple inventory items from inventory location to location. You can also transfer from/to profit center, production center, productions series, production years, project, name and associated account.

1. On the **Setup** menu, select **Inventory**, and then **Inventory Transfer Defaults**.
2. Click **New** to create a new blank inventory transfer default. Or if the inventory transfer default you will be adding is similar to an existing default, you can highlight the similar name and click **Copy**. This will create a new default using all of the information in the highlighted default.
3. In the **Abbreviation** box, enter optional information that you can easily identify the inventory transfer default by. For example, WSTCM for Western Saddle Transfer CO MN.
4. In the **Name** box, enter required information that describes the inventory transfer default. For example, Western Saddle Transfer CO MN.
5. In the **Transfer From** column, select the inventory location, profit center, production center, productions series, production years, project, name or associated account you want to transfer inventory items from.
6. In the **Transfer To** column, select the inventory location, profit center, production center, productions series, production years, project, name or associated account you want to transfer inventory items to.

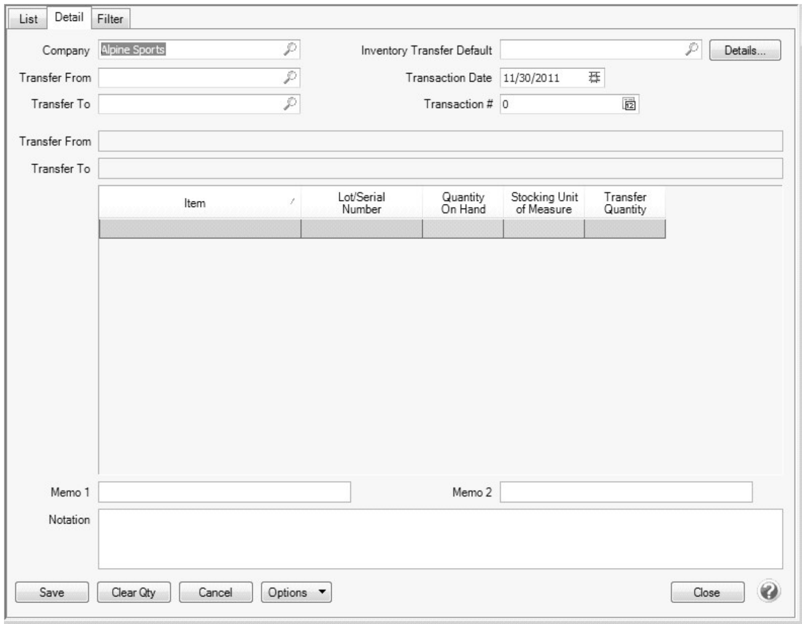


7. Select the inventory items that will be transferred by moving the inventory item from the Available column to the Selected column. Move an item to the Selected List by clicking . To select multiple criteria in the Available List, hold the CTRL key while making the selections and then to move your selections to the Selected List, click . If you have a long list of inventory items, the list can be filtered. Click **Save**.

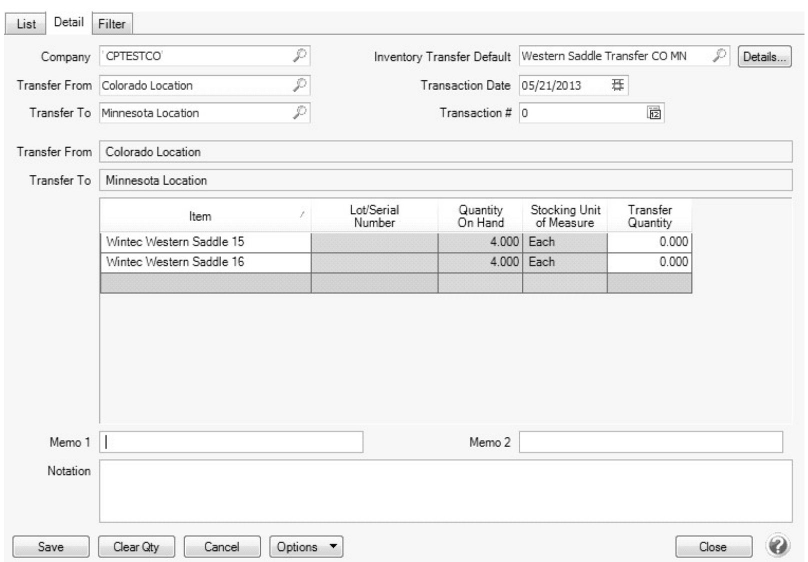
Transfer Inventory

The Inventory Transfers screen allows you to transfer inventory by using an inventory transfer default setup in Setup > Inventory > Inventory Transfer Defaults.

1. On the **Processes** menu, select **Inventory**, and then **Inventory Transfers**.
2. Click **New**.



3. In the **Company** box, enter the company name that this transfer is for.
4. If applicable, select the for this transfer. Click the **Details** button to view the Inventory Transfer Default details.
5. If you selected an Inventory Transfer Default, the Transfer From location will display. Otherwise, enter the inventory location you want inventory to **Transfer From**.
6. In the **Transaction Date** box, .
7. If you selected an Inventory Transfer Default, the Transfer To location will display. Otherwise, enter the inventory location you want inventory to **Transfer To**.



8. If you selected an Inventory Transfer Default, the **Item** will display, otherwise select the **Item** you want to transfer from the Transfer From location to the Transfer To location.
9. In the **Transfer Quantity** column, enter the quantity that you want to transfer from the Transfer From location to the Transfer To location. The Transfer Quantity cannot exceed the Quantity On Hand. To clear the Transfer Quantity column, click **Clear Qty**. Click **Save**.