

# How to Add New Storage Unit

This screen allows configuration of Storage Location for a Storage Type. These Locations can be storage bins, dock door, forklift etc.

If a company location has sub locations, then storage locations will be for a sub location. Sub location has to be selected.

If company location does not have sub locations, then storage locations are for the company location

## Relationship to third party warehouses:

To manage storage in third party warehouses, we will set up these warehouses as a sub-location of the basic location (profit center). To indicate locations within a warehouse, use the Storage Location field. Warehouses will also have to be set up as entities in order to process invoices. For some functionality like "warehouse rate matrix" we will require a linking of the sub-location warehouse (where the product is held) to the entity warehouse (where the bill is paid). This may be done on the warehouse rate matrix screen, pending a general analysis of how warehouse bills will be processed.

1. From Inventory module > click on **Storage Units** menu.
2. The Search screen for Storage Units will be shown. Click **New toolbar button**.
3. This will open a **new Storage Unit** screen.

Storage Unit - Details

Name:

Description:

Storage Unit Type:

Location:

Storage Location:

Parent Unit:

Restriction Type:

Aisle:

Min Batch Size:

Batch Size:

Batch Size UOM:

Capacity

Item:

Effective Depth:

Units Per Foot:

Residual Units:

Position

Sequence:

Active: ☐

X Position:

Y Position:

Z Position:

Options

Allow Consume: ☐ Merge on Move: ☐

Allow Multiple Items: ☐ Cycle Counted: ☐

Allow Multiple Lots: ☐ Default Warehouse Staging Unit: ☐

Ready

4. Enter the **Name** and **Description** of the storage Unit.
5. Select the Storage Unit Type.
6. Select the **Unit** and **Sub Unit** where this storage Unit be under/found.
7. Select the **Parent Unit** as necessary.
8. Fill in all other information as necessary.

Storage Unit - Test Storage Unit - Details

Name:

Description:

Storage Unit Type:

Location:

Storage Location:

Parent Unit:

Restriction Type:

Aisle:

Min Batch Size:

Batch Size:

Batch Size UOM:

Capacity

Item:

Effective Depth:

Units Per Foot:

Residual Units:

Position

Sequence:

Active: ☐

X Position:

Y Position:

Z Position:

Options

Allow Consume: ☐ Merge on Move: ☐

Allow Multiple Items: ☐ Cycle Counted: ☐

Allow Multiple Lots: ☐ Default Warehouse Staging Unit: ☐

Edited

9. Save the record. You can click the **Save toolbar button** to save it. In case you miss to click this button and you click the **Close toolbar button** or the **x button** at the top right corner of the screen, i21 will prompt you if you would like to save it before closing the screen.