Warehouse 200

# Objective:

This course lends itself to the warehouse perspective. Instruction is focused on systems used in the warehouse department, pertaining to inventory analysis, and receiving. After review of this course material user will understand the basics of Inventory analysis, using the Inventory Inquiry menu. As well as, how to finite search details to trace inventory movements throughout the warehouse and/or shipped to customer. User will also be introduced to the systems used for receiving and posting receipts.

# Pre-Reading:

* Adjustment Codes
* Transaction Types
* Reviewing Checked-In Items

# Inventory Receiving:

* Pre-Receipts Overview
  + What is a Pre-Receipt?
  + Searching for existing pre-receipts
  + Identifying pre-receipts already entered
  + Entering Pre-Receipts
* Posting Receipts Search
  + Posting Receiving
  + Fields of Entry

## Tier 2 Process

* Tier 2 Explanation:
  + Tier 2 is a process followed when material received from vendors or warehouse transfers
* Jot Forms Location
  + Nav Links
  + Mobile
* Tier 2 Steps:

# Inventory Inquiry:

* Inventory Inquiry Screen Overview:
  + Item Search
  + Warehouse Drop-down
  + Results Summary
* Inventory Search Results
  + Display U/M drop-down
  + Review Columns
    - Serial #
    - On Hand
    - Available
    - Allocated
    - Location
    - Received
* Enter Transaction History
  + Enter Transaction to Show Details
* Go Back to Transaction History
  + Finite search details
  + How to broaden data fields/
    - Date
    - Serial#
    - Location
    - Transaction Type

# Follow-Up Reading:

* Posting Pre-Receipts
* Jot Form