OSAS

INVENTORY

ADDING LOCATION

Go to **Inventory**

Go to **File Maintenance**

Go to **Locations**

**Location ID**-Enter a 1 to 6 character ID of the warehouse that you want to set up.

 **Copy from**: Hit enter to skip this field or hit F2 to select a location to copy from.

**Name**-Enter the description of the warehouse.

**Address**-Enter up to 3 lines of address for this warehouse.

**Contact**-Enter the main contact person for this location.

**Picking Slip Delivery** – Select Paper/Email/Fax/None

**Phone/Fax/Email/Printer**- Enter the phone, tax, email, and default printer. This is optional.

**Carrying Cost Pct**-This is an estimate of the overhead required to carry inventory. It’s calculated by dividing the total warehouse expenses by the total inventory value. It is used in the calculation of EOQ (Economic Order Qty). An accepted carrying cost is approximately 25%. In some cases you may need a higher carrying cost for a particular item than for others. To increase the carrying cost for an item, you can add a carrying cost percent in IN/File Maint/Item Locations/Cost Information screen. The cost for the item is added to the cost for this location.

**Ordering Cost Amt**-Enter the cost of placing, expediting, tracking, and receiving an order. This cost is used in the EOQ formula.

**Page down/OK**.

Now that the location has been set up you can add inventory items to the warehouse.