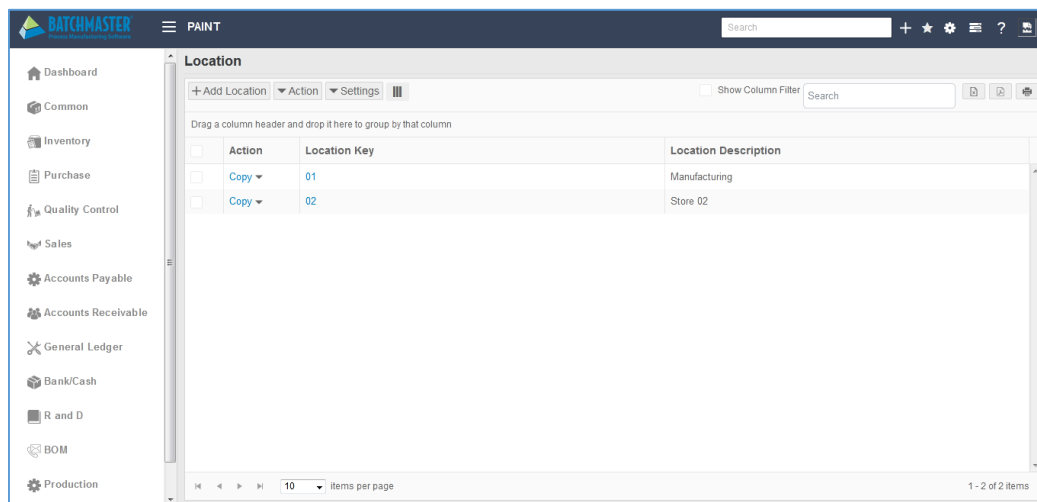# Location

Raw materials, containers, and finished goods are often purchased into, stored, and sold from multiple inventory locations. This screen provides a way to define locations for an inventory item. The inventory of an item may be maintained at different locations with different cost details, and hence the item needs to be identified along with the location where it is available. Retail stores, warehouses, and showrooms are some examples of inventory locations.

Different locations may be attached to an item on the *Item Location* screen.

Go To: Inventory → Location.

Location Dashboard

You can manage locations from this dashboard. By default, the system displays all the existing location maintained for your business / company. You can double click on any location record to view its details.


The location dashboard contains many elements that occupy 100% of the browser window. Resizing the window would resize the elements to fit. The elements can be rearranged, i.e., docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

Using the *Action* button from the dashboard you can:

- Delete selected record(s)

- Copy an existing record to create new one

After you select all the columns of the location dashboard, the middle grid displays the selected columns.
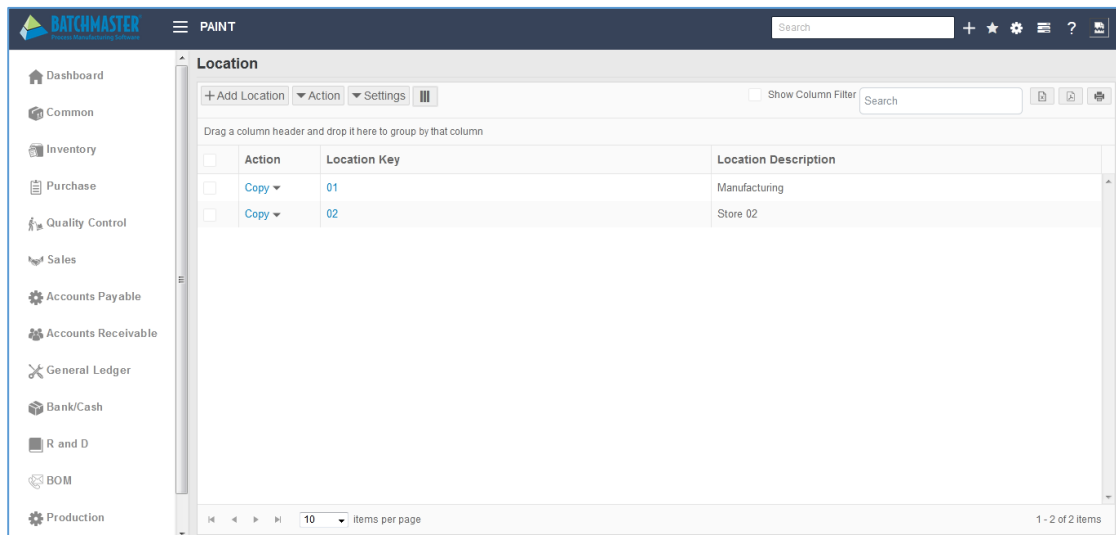
The location dashboard provides a clear vision of the created locations in a read-only mode. You can view the defined locations as per the number of pages provided per page.

Location screen Add Mode

To add a new location to your BatchMaster database, click on the *Add Location* button. The system displays the location master form, where you can enter any new location details.

Location:

Location Key: This is the key to uniquely identify a location. This is a mandatory field.

Location Description: This is the name or description of the location.

Job Work Location: Checking this box implies that the location would be used for creating job work orders.

Checking the box would append the Contract Manufacturing Information grid on the screen under the Location Details section. The section contains two new fields namely Primary Vendor and Job Work PO Series.

Company Name: This is the name of the warehouse, company or retail store (where the inventory of the item is maintained) at the location being defined.

Attention: This is the name of the individual or department to whose attention correspondence for this location may be addressed.

Address Line1 To Address Line 3: Warehouse or Company's address can be entered here.

City: The city where this company/warehouse is situated can be entered here.

State: This is the state, province or region where this company/warehouse is located.

Zip Code: The area zip code can be entered here.

Country: The country where this location is situated can be entered here.

Country Description: This is the description of the country associated.

Phone Number: Enter the Phone number of the contact person here.

Location Group: This is the Location Group associated to the individual location.

Location Group Description: This is the description associated with the location group specified.

Creating a Location

1. Open the *Location* dashboard.

2. Click on the *+Add Location* button to open the *Location* screen.

3. Using the *Location Key* field, specify the key that uniquely identifies the location record to be created. This is a mandatory field.

4. In the *Location Description* field, enter the name or description of the location.

5. In the *Company Name* field, enter the name of the company. This may be an actual company name, i.e., if this is a remote warehouse managed by another company, or it may your own company name.

6. Using the *Attention* and *Address Line* fields, enter the name of the individual or department to whose attention correspondence for this location may be addressed.

7. Using the *City* field, specify the city where this company/warehouse is situated.

8. Enter the applicable state in the *State* field.

9. Specify the zip code and country in the respective fields.

10. If needed, associate the location group with the location using the *Location Group* field.

11. Click the *Save* button to save the record.

Special Function

Company Address: Clicking this button displays company address in their respective fields.

Branch Address: Clicking this button displays branch address in their respective fields.