# Purpose

This Standard Operating Procedure has been developed to provide you with an understanding of how to create a location for parts

**What is covered in this guide**

[Task 1. Create a new location 2](#_Toc517345841)

[Task 2. Delete a location 7](#_Toc517345842)

[Task 3. Un-blocking a location 8](#_Toc517345843)

[Task 4. Block a location 9](#_Toc517345844)

# Use of icons

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Business rule** |  | **Key point / Tips** |  | **Information** |

1. Create a new location

|  |
| --- |
| 1. Navigate and open   GGNZ > Inventory and warehouse management > Setup > Inventory breakdown > Inventory locations |
| 1. Select **New**   C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTML1af25c1.PNG |
| 1. On the **general** tab, update the following fields    1. **Warehouse** select appropriate    2. **Aisle** select appropriate for SERVICE locations select Service    3. **Manual Update** Tick the tickbox    4. **Location** Enter new bin location in capital letters   Use naming convention for SERVICE locations: **MS** = Main shop, **FS** = Field service, **LT** = Lube truck   * 1. **Input area** Select appropriate, optional/for future use   2. **Picking area** Select appropriate, optional/for future use   3. C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTML1b58d2a.PNG**Physical dimensions** optional entry |
| 1. On the other tab update location    1. **Location type**: PARTS = **Picking location** / SERVICE = **Inbound dock**   Press F5 to update **Destination location** (**Location** created in previous step) |
| **Do not** leave this as bulk location as it will cause issues |
| 1. If Location type is greyed out and needs to be updated:   Go to **Functions > Change location type**  C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTML1b6a404.PNG |
| 1. Select **New location type:**  Picking location (PARTS) / Inbound dock (SERVICE)   Select **OK** |
| 1. Either select **New** to create a new location or select **Close** |

1. Delete a location

|  |
| --- |
| Do not delete a location that does not belong to you  Service locations will never have transactions against them but should not be deleted without permission from the relevant service administrator |
| 1. Navigate and open   **GGNZ > Inventory and warehouse management > Setup** |
| 1. Filter to find location, select location to highlight it |
| 1. Select **Delete**   C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTML1bc548e.PNG |
| C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTML1bea127.PNGIf you tried to delete the location but it had been used in transactions already, the Infolog below will appear - You cannot delete the location in this case so just close the forms |

1. Un-blocking a location

|  |
| --- |
| 1. Navigate and open   **GGNZ > Warehouse management system > Setup > Inventory breakdown > Inventory locations** |
| 1. Filter to find location (if needed use CTRL + G) |
| 1. Select the appropriate warehouse row then go to **Other** tab > Blocking > **Input blocked**   C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTMLebeb8b.PNGDelete value in this field |

1. Block a location

|  |
| --- |
| Be aware that once a location has been blocked it cannot be used in any kind of transaction, and will block movements, adjustments, sales, transfers, credits and more with an error message |
| 1. Before blocking bins check all the following to avoid blocking transactions: |
| 1. **On-hand inventory:** Identify stock on hand and move it to another location   Navigate and open  **Warehouse management system > Setup > Inventory breakdown > Inventory locations > Inquires > On-hand** |
| 1. If there is stock on hand move it to another bin   See SOP **PRT\_7.1\_Adjust Inventory** to create a transfer journal to do this  C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTMLd3fb91.PNG |
| 1. **Default locations:** Remove the location from released product Warehouse item defaults - **Default receipt location/Default issue location**   Navigate and open  **GGNZ > Warehouse management system > Setup > Inventory breakdown > Inventory locations > Inquiries > Receipt**C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTML16a2c64.PNG |
| 1. C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTML16a911f.PNG Warehouse items form opens listing parts with the selected location |
| 1. For each part on the Overview tab, go to Locations tab and update:    1. Default receipt location    2. C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTML1689209.PNGDefault issue location |
| 1. **Transactions:** Identify transactions that are in progress and associated with the bin you want to block   Navigate and open  **GGNZ > Warehouse management system > Setup > Inventory breakdown > Inventory locations**  C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTML119e390.PNGFilter to find location, select the warehouse row, then go to **Inquiries > Transactions** |
| **Inventory transactions** form opens   1. **Press CTRL + G,** populate    1. Financial date with “” to find blanks    2. Receipt with !”” to find non-blanks |
| 1. To go to the documents one by one and right-select on the document > select **view details** or navigate manually to the SO, TO or PO |
| 1. Update bins in:    1. Open purchase order lines    2. Open Sales orders with negative quantity on the lines (credits)    3. Open arrival journals associated with sales orders or purchase orders    4. Open adjustment journals with positive quantities   C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTMLd56b06.PNGC:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTMLd73c0a.PNG |
| 1. Transfer orders: Finish processing these (you cannot change the bin on transfers)   See **PRT\_3.2\_Create and Manage a Transfer Order** |
| 1. Now that you have moved stock, changed default locations, and removed the open transactions, you can block the location   Navigate and open  **Warehouse management system > Setup > Inventory breakdown > Inventory locations**  C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTML11bacf6.PNGFilter for location with CTRL+G, select the warehouse row |
| 1. Go to **Other** tab > Blocking > **Input blocked**    1. Choose value in this field e.g. Bin Loc    2. Con Stk is used for closing TWL Consignment locations    3. H&S is used if the location is hazardous or dangerous to use e.g. due to a spill |
| 1. Location is now blocked for any inbound transactions (sales credits, positive adjustments, purchases)   C:\Users\JESSIC~1\AppData\Local\Temp\SNAGHTMLe716a0.PNG |
| There is no need to use the Output blocked option |