

Warehouse Maintenance

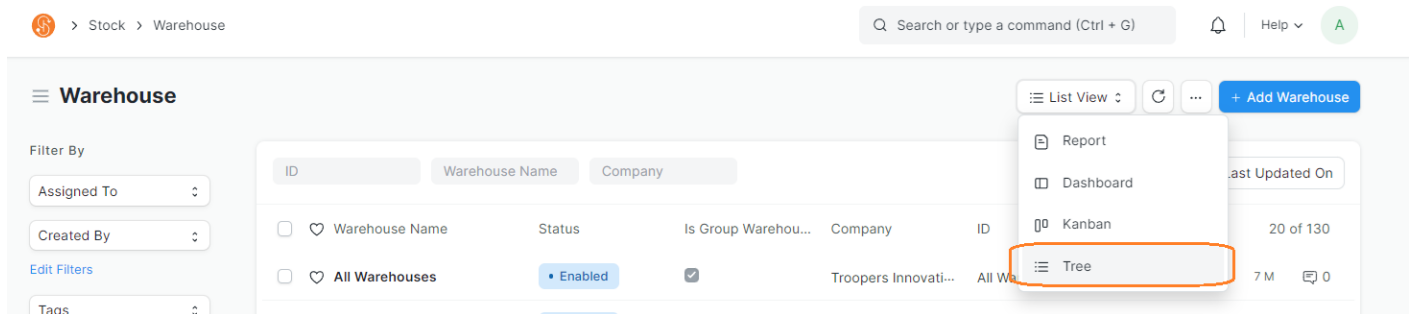
A warehouse in SMURPS is regarded as a storage location

Create New Warehouse

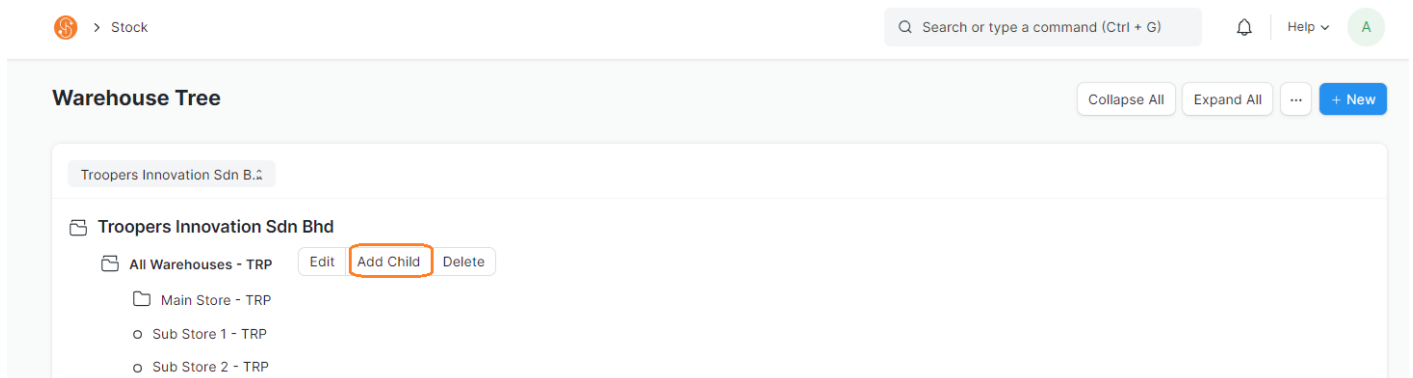
Document Path: Stock > Settings > Warehouse

1. In the Warehouse screen, click on the **List View > Tree**. This is to change the Warehouse view to a Tree view.

Note: It is easier to create Warehouses via Tree View as it gives the user a better visualisation of the Warehouse Structure

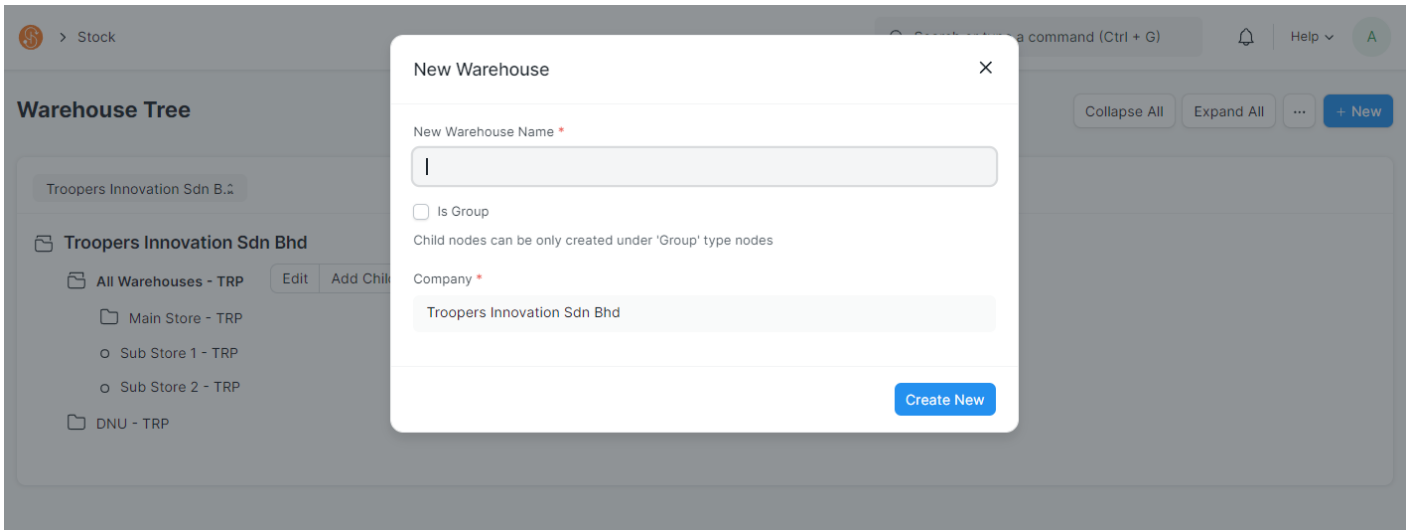


2. To create a new Warehouse, click on **Add Child**



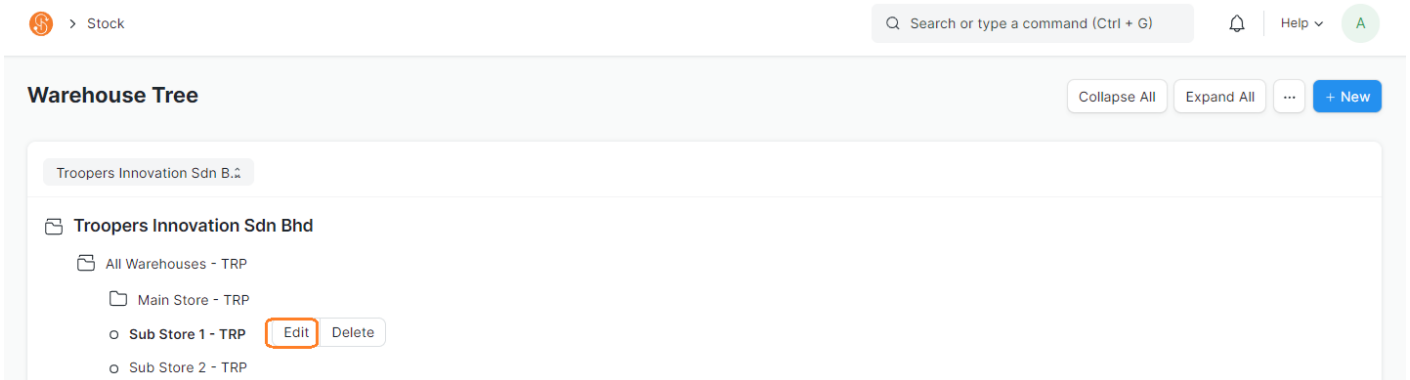
3. Enter the new Warehouse Name

- If you tick on 'Is Group', you can create sub-Warehouses under this group Warehouse.
 - Do note that Group Warehouses cannot be selected when posting transactions, i.e. Stock Entry, Delivery Note
- Company is defaulted as your company
- Once confirmed, click **Create New**



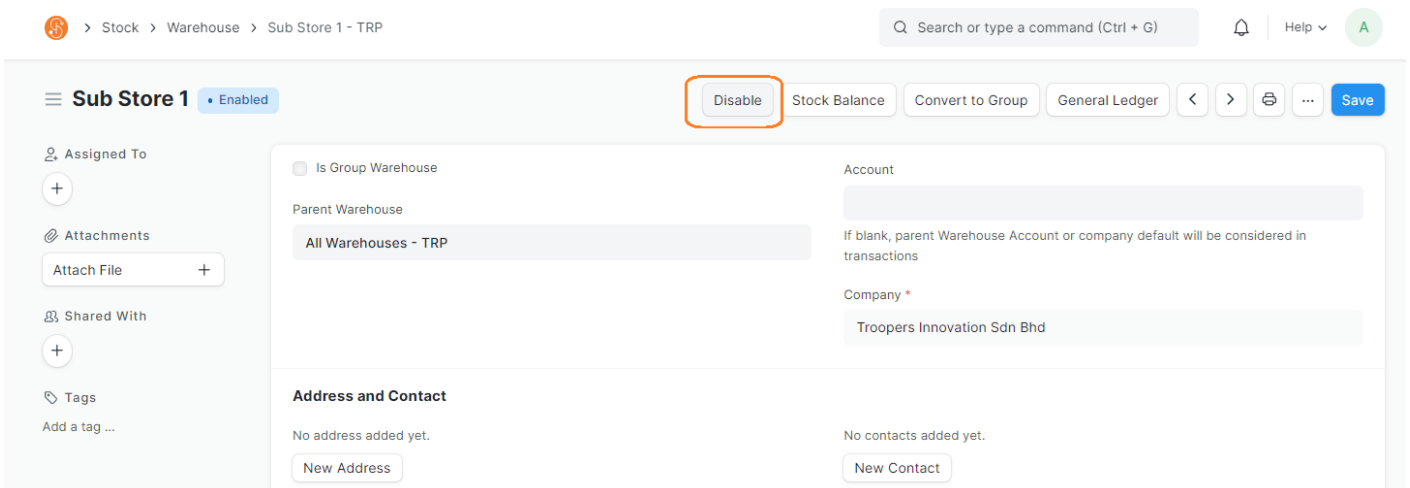
4. Once a Warehouse is created, Warehouses are saved with their respective Company's abbreviations (i.e. Sub Store - TRP). This facilitates identifying which Warehouse belongs to which company at a glance.

5. A folder represents a Parent Warehouse, and Child Warehouse



Edit Warehouse

1. To edit an Existing Warehouse, click on **Edit**. You may disable the Warehouse by clicking on **Disable**. However, do note that Warehouses with existing transactions **cannot** be deleted, but can be disabled



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