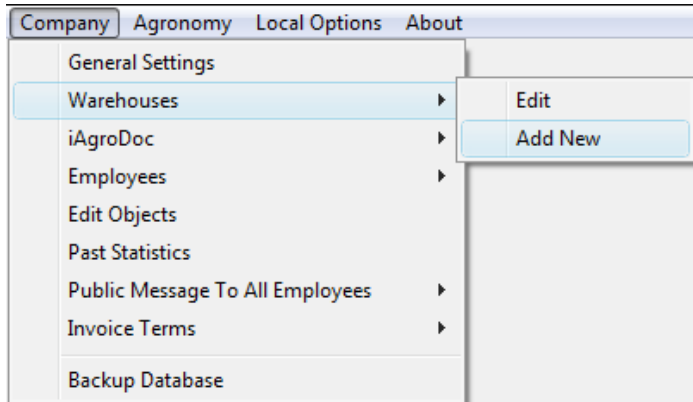
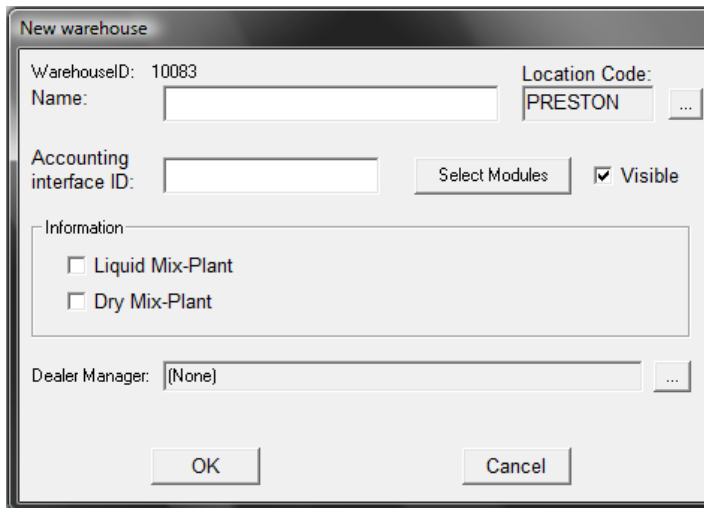


## Procedures for Creating a Warehouse

1. Within AgWorks Manager, navigate to: **Company > Warehouses > Add New**





2. Enter appropriate information for Warehouse record:



The 'New warehouse' dialog box contains the following fields and options:

- WarehouseID: 10083
- Name: [Empty text box]
- Location Code: PRESTON (with a dropdown arrow)
- Accounting interface ID: [Empty text box]
- Select Modules: [Button]
- Visible:
- Information section:
  - Liquid Mix-Plant
  - Dry Mix-Plant
- Dealer Manager: (None) (with a dropdown arrow)
- OK and Cancel buttons at the bottom.

- a. Enter **Name**
  - b. Select **Location Code**
    -  If Warehouse is for a New Location, you will have to contact AgWorks before proceeding.
  - c. Enter **Accounting Interface ID**
    - i. ID number of corresponding Warehouse in Accounting software package
  - d. 
    - i. Agronomy or Fuel
  - e. Select **Plant** type
    - i. Liquid Mix- Plant, Dry Mix-Plant, or Both
  - f. Select **Dealer Manager**
    - i. Employee that will in charge of Warehouse
3. When finished, click **OK** to save and complete this task.