MSWhse: General Overview, Reporting Features and Billing Capabilities

Notes:

1. MSWhse works best on Chrome, Edge, Firefox and Safari.
2. MSWhse is not compatible with the old Edge or Internet Explorer.
3. Occasionally delete your cache in your web browser.
4. There are various devices that work best with MSWhse: Tablets, iPads, Mini iPads. While you can access MSWhse on any device with cellular and/or Wi-Fi access, it can be harder to view all fields on a phone.

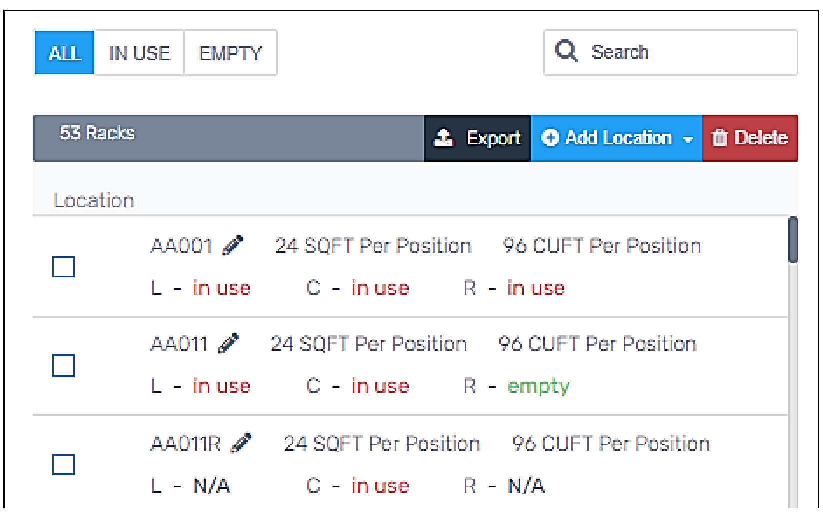
Within MSWhse is a navigational menu comprised of the tabs. An overview of some tabs are as follows:

Administration Tab:

Warehouses: Click to a warehouse "card" for each warehouse facility within your company. View the details of each warehouse on their card. Warehouse details can be edited at any time by clicking on the green Edit button. The information within each card is organized into tabs. The tabs and their contents include:

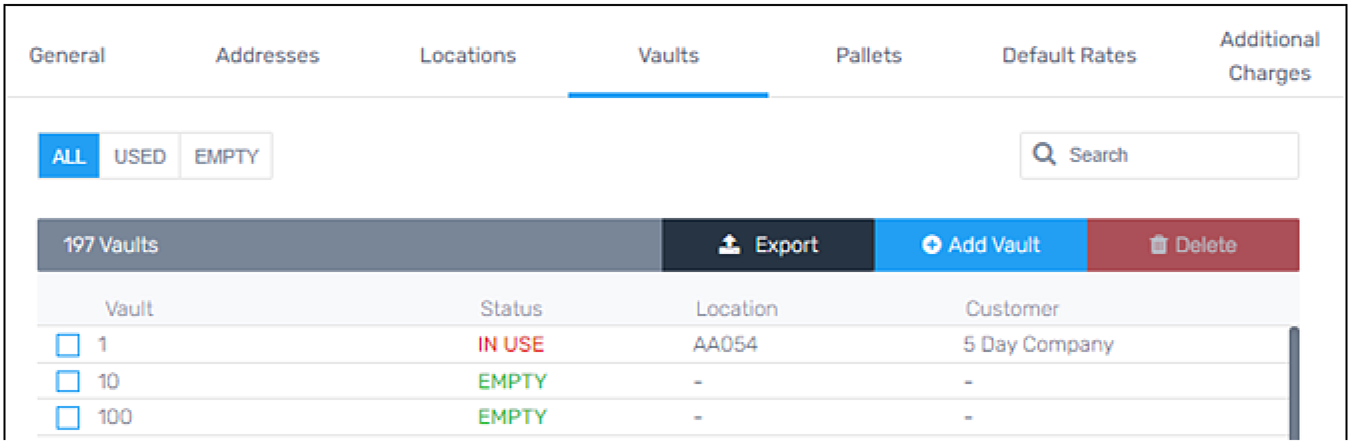
- **General:** View and edit Status, Logo, Warehouse Details (Name, Code and Description), Contact Info, Company Details (Company Name), and Internal info.
- **Addresses:** View and edit Physical, Billing and Remit To Address.
- **Locations:** Sort by Location Type to view all locations within that location type, to add locations, to export or delete Locations. Use the All, In Use or Empty options to further filter the list. The total quantity of individual locations for the Location Type combined with the filter in use shows in the grey header.

  To add a location: To add a new location click on " + Add Location", choose Automatic Builder or Manual Builder, complete the necessary details, click Add to preview the location name, and then click Save.



- **Vaults:** This tab displays all Vault Numbers, their Status (In Use or Empty), and their current Location. If the Vault is in use, the Customer within the vault will display.

  To add a new vault: To add a new vault, click on " + Add Vault." Enter the Vault Code (example: V), the beginning vault number, and the ending vault number. Click Generate to preview the vault numbers and add a location, if you would like. Click Save. If you are only adding one vault, the from vault and to vault numbers will be the same.



- **Pallets:** This tab displays the Pallet IDs (used for pallet quantity calculations for billing purposes), the Status of the pallet number (In Use or Empty). If the Pallet is in use, the Location and the Customer will also display.
- **Default Rates:** This can list the warehouse's Default/Standard Storage, Handling In, and Handling Out rates by each base rate.

  To add a Rate: To add a Rate, click " + Add Rate." Choose the Base Rate. Choose the Rate by (Daily, Monthly, Transaction.) Enter the minimum amount. Enter the charge. Update the Effective date frame, if necessary. Click Save.

- **Additional Charges:** Displays the additional charges available for the warehouse to have the ability to select.

  To add an Additional Charge: Click "+ Add Charge." Enter the Additional Charge Name. Enter the charge rate. Enter a description and any notes pertaining to this additional charge.

Location Types: This lists the different types of locations for warehouse storage within your warehouse layout.

> **To add a new location Typ**e: Click " + Add Location Type." Enter the Name of the location Type. Enter a description, which is optional. The check box for Vault indicates if the vault will be able to be stored in this location type. The check box for Racks indicates if the Rack position (Left, Center, Right) option is available for assigning to locations within that specific location type.

Base Rates: This shows all the billing rate methods the company may bill any customer for storage, handling in and handling out activity. This is what will display on MSWhse invoices. To edit any base rate, click on the blue pencil (right side of the screen).

> **To add a new Base Rate**: Click on " + Add Rate." Enter the name of the base rate. Choose the item type of rate (storage, handling in, handling out.) Choose the Rate type (example: pallet, cwt, double pallet, each, etc.) Click Save.

Accounts and Permissions:

- **Accounts:** A list of the current users enrolled within MSWhse. This can display All, Active or Inactive users within MSWhse.

  To edit a current user: Click on the blue pencil on the right side of the screen for the desired user, edit the necessary data, and click Save.
  To add a new user: Click " + New User." Enter the User's Name, the user's email address, the desired role, the warehouse(s) they will have access to, and if they should receive email notifications of expected inbound transactions and requested outbound transactions. Then click Save. Shortly after saving, the new user will receive an email to the email address on file with a link to set their password. This link will expire after 24 hours.

To reset a password of a current user: Check the box to the left of their User name, then click "Resend mail to set the account" at the bottom of the User table.

- **Roles & Permissions:** Allows the ability to update and create new roles for users and Customer Facing Web Users in MSWhse.

  To update a current role: Choose the Role from the drop down, update the desired permissions, click Save.
  To create a new role: Click " + Add Role", enter the Role Name, choose a current role permission you wish to copy from, click Save. Then update the permissions necessary.

Imports: Provides the ability to import multiple locations, vault numbers, customers, item numbers, and/or product stock within your warehouse. To do so click on the desired data to be imported, download the template, complete the template and upload. Instructions are available to download as well. These provide required details and what information is requested for each column of the templates.

Upon importing, if data does not match current data within MSWhse errors will generate on the right side of the computer screen with details for each error.

Configurations: Displays the company's warehouse(s) which display throughout MSWhse.

Reports Tab:

Transaction Report: A report to view all Transactions by warehouse or by customer(s).
Inventory Report: A report to view all inventory items, quantities and locations by customer on any given date.
FIFO Inventory Report: A report to view the expiration date or receiving date by item by customer on any given date.
Expected Quantity Report: A report to view by customer by item the expected quantity, received quantity, remaining to be received, delivered quantity, any manual adjustments, and current on hand quantity.
Inventory Report by Location: A report to view product inventory by location type/location.
Vault History Report: A report to view all historical activity by vault.

Billing & Payments Tab:

Generate Invoices: Displays a list of all open invoices for the current open month. Two tabs, Standard calendar month and Anniversary Date Invoices.

To view a draft of the invoice: Click on the paperclip, blue invoice number.
To regenerate all invoices: Click the blue Generate invoices button.
To regenerate specific invoices: To regenerate specific invoices, check the Regenerate box for the specified invoices, then click the blue Generate Invoices button.
To finalize and close the month (when available): Click the green Finalize button.

Invoice History: Displays all previous month's invoices by month. Two tabs, Standard calendar month and Anniversary Date Invoices.

To download a PDF of each invoice of the displayed month: Click the Download All button.
To Export a list of all invoice line items for all invoices displayed: Click the Export button. This will export all to Excel.