

Virtual Warehouse

The virtual warehouse allows for the loading of large numbers of inventory records with a lower amount of detail than regular inventory records. This area is ideal for loading vendor pricing files. It is used in many integrations such as Lights America and XO Lights, it can be used without these integrations as well. Using the virtual warehouse to store your cost and/or list pricing and other key inventory details allows you to accurately quote and sell items which you may have never sold before.

You can find the Virtual Warehouse under  **Inventory and Purchases** in the  **Data Load** section under  **Virtual Warehouse Part Maintenance**

If you do not see this in your menus, then most likely you need to change some settings in your

 **Setup Wizard** under  **Inventory** and  **Options 1** as below.

Display MTD & YTD Sales Quantity in Part Details tab
 Return Unit/Serial Results on Exact Match Only

Use Superseding Parts

Search Options

Display part - drill down to Superseding Parts
 Display all parts available for purchase/sale
 Display all parts

Use Alternate Suppliers Show alternate supplier part number on invoice
 Use Modifiers Use Serial Numbers

When receiving stock, prompt user to update cost
 Only update cost when the new cost is higher

When receiving stock, assign the supplier as the Main Supplier if no supplier has been selected for the part
 When receiving stock, add the supplier as an Alternate Supplier if they are not already the main or alternate supplier

Part Number Characters (7-50) (Part No, Item No, Supplier Part No, Customer Part No)
Maximum Location Characters:

Use Bar Codes on Serial Numbers
 Search Virtual Warehouse Inventory Database for parts (by Part Number)
 Search Virtual Warehouse Inventory Database for parts (by Description)
 Use three digit categories and automatically create ledger numbers (Recommended)

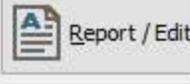
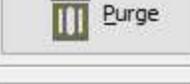
Part Find Prices (customized columns on Part Find - all users)

Once you open the Virtual Warehouse you will see:

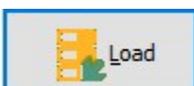
Virtual Warehouse Part Maintenance

The Virtual Warehouse part database is a listing of inventory from parts catalogs. You can load these catalogs from the media supplied by different suppliers. Once loaded these inventory items can easily be added to your regular inventory on the fly.

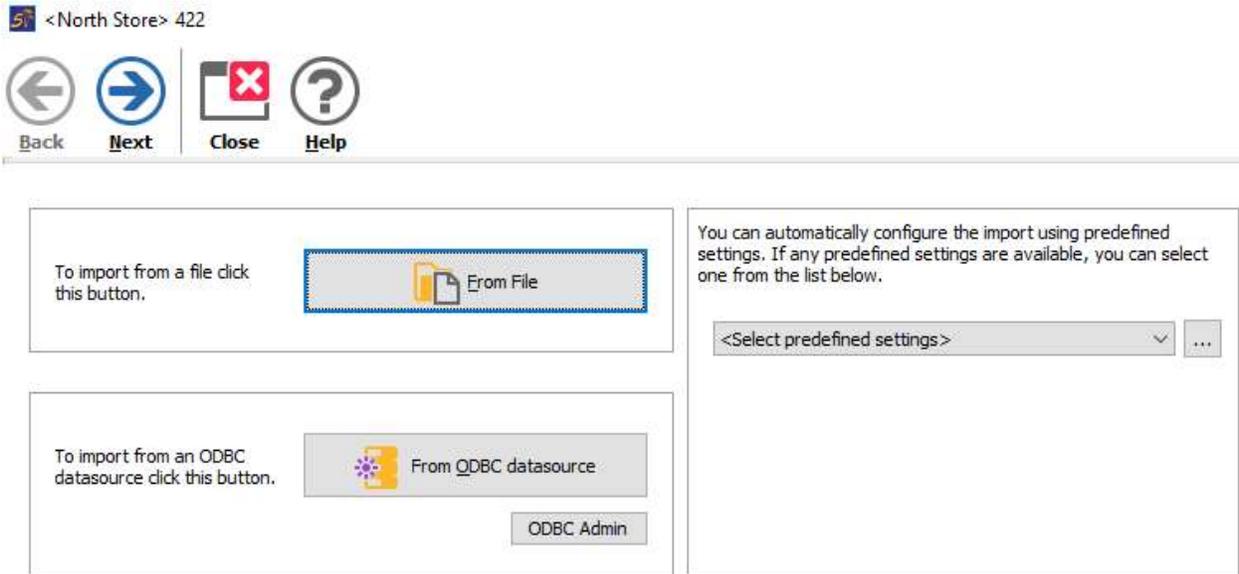
The Virtual Warehouse part database is not regular inventory. Having thousands of items in this database will occupy much less disk space and not degrade the performance of your regular inventory's database.

 Load	Add or Update the Virtual Warehouse parts database.	1
 Update	Update inventory cost, list, description, retail and sale prices on regular inventory that has the same part numbers as Virtual Warehouse parts.	2
 Report / Edit	Edit and Report on items in the Virtual Warehouse parts database	3
 Purge	Remove Virtual Warehouse parts based on supplier.	4
 Exit		
 \$\$Misc Sales	Report on \$\$ Misc part sales made from Virtual Warehouse parts and create regular items based on usage.	5

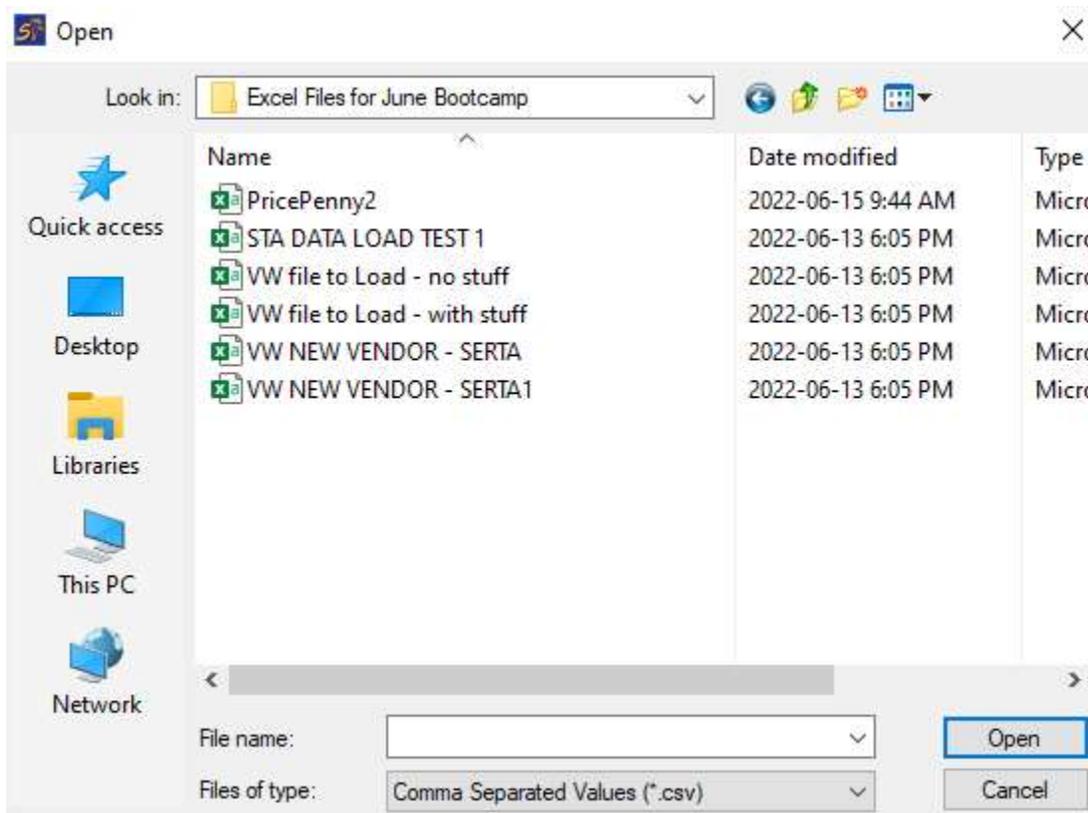
1. This will lead you to the DATA LOAD area. This is utilized to load in price files from Vendors. Data loading requires that you have a nice clean spreadsheet to load. In general, you are looking for the following Columns.
 - a. Supplier Part number
 - b. Cost
 - c. List Price or MSRP
 - d. Barcodes
2. Updating reviews, the records already loaded to the virtual warehouse and finds Matches in your inventory, then updates the information you desire by matching Supplier Name and Part number.
3. Report/Edit – this opens the area where you can review the loaded records by Supplier. You can also use this information to create new inventory records.
4. Purge Allows you to clear records by Vendor or Category. This is one key feature of the Virtual warehouse. Because you can load and purge records, there is less risk of loading something incorrect.
5. MISC SALES – This allows you to review the Miscellaneous Inventory records you have in your system and see how often they were sold, and which data was input when they were. We will cover this in the special-order section of the presentation in more detail.



Data loading is an important skill for the administration of System 5. It can be a very in-depth topic and so will not be covered in full here. The basics are that you need an excel file with very simply rows and columns. Then you save it as a .csv and load it using this tool. This populates your virtual warehouse. You want to take the file from your vendor and remove anything unnecessary. Carefully load the file and check the results in the Report area before moving on. If the result is not what you desired, then use the PURGE tool to reverse the load.



Here you choose your file to load. The system only allows .csv files to be loaded. Browse your computer and choose your file.



Then click **Next**

Here is a simplistic example:



Description 2 Options Add Column Date Format: YMD

Reuse previously defined settings specific to this file

Suppliers Part Number	Description	Cost Price	List Price
Supplier Part Number	Description	Cost	List
R408-64	Antique Rose Recliner/Ottoman	\$179.00	\$268.50
R408-87	Antique Blue Recliner	\$179.00	\$268.50
R408-89	Aquamarine Recliner	\$179.00	\$268.50
R663-06	Off-White Recliner/Ottoman	\$150.00	\$225.00
R663-20	Dark Green Recliner/Ottoman	\$150.00	\$225.00
R670-26	Forest Green Rocker	\$189.00	\$289.99
R670-84	Deep Navy Rocker	\$189.00	\$289.99
R689-09	Black Recliner/Ottoman	\$199.00	\$299.00
R689-20	Dark Green Recliner/Ottoman	\$198.00	\$299.00
R689-88	Navy Recliner/Ottoman	\$199.00	\$299.00
L477-23	Aqua/Blue/Rust Love Seat	\$350.00	\$549.99
L484-09	Black Love Seat	\$350.00	\$549.99
L484-96	Off-White Love Seat	\$350.00	\$549.99

1. As you can see the files are very simplified, there are no LOGOs, subtotals or formatting. Click each column, it will turn Yellow.
2. From the drop-down menu above choose which field in System 5 you wish to load the data from the column into. Once completed you will see this selection appear above your Column header.



Once you have completed all of the columns. Click

Next

Navigation: **Back** **Next** **Close** **Help**

Category: ... Category Name...

1 Supplier: 

Foreign Currency Code:

Cost: Divide cost by

Retail: Divide retail by

Part Prefix: Add Part Prefix

Picture Directory: [Click to select](#)

- Load into Regular Parts
- Load into Virtual Warehouse Parts
- Load into Regular Parts if quantity > 0
- Load into Virtual Warehouse Parts if quantity = 0
- Load Virtual Warehouse Retail Price as zero instead of List Price
- Skip header row
- Strip spaces from part numbers
- Strip dashes from part numbers
- Strip forward slashes (/) from part numbers
- Strip leading zeros from part numbers
- Allow creation of duplicate part numbers (see Setup Wizard to enable duplicate parts)
- Update existing Regular Parts and load others into Virtual Warehouse
- Do not update Regular Parts (will add ONLY new parts)
- Do not update if lookup word NOUPDATE found
- Update duplicate part numbers by (Category + Part Number)
- Update duplicate part numbers by (Supplier + Part Number)
- Adjust quantity instead of adding quantity
- Set sale start and end dates if a non-zero Sale Price has been provided
- Auto-generate part numbers
- Delete discontinued Virtual Warehouse Parts
- Also delete or mark deleted any associated Regular Parts
- Update case breakdown child costs and prices when parent costs or prices change

Here you select your loading options. Though you have a few the highlighted ones are the usual settings.

1. Input the vendor you are loading. NOTE: if you were loading multiple vendors then you would need a column for the vendor's name on the spreadsheet with the Vendor's name.
2. Skipping the header row ensures that you do not create a record which is based on your column headers.
3. This is how the system matches up the current records with any on your spreadsheet to update them.



Once this is complete choose **Next**

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Column	Function
Suppliers Part Number	None
Description	None
Cost Price	None
List Price	None



This screen has some advanced functions, just click **Next** again. Then choose Load on the next screen.

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Load View Log

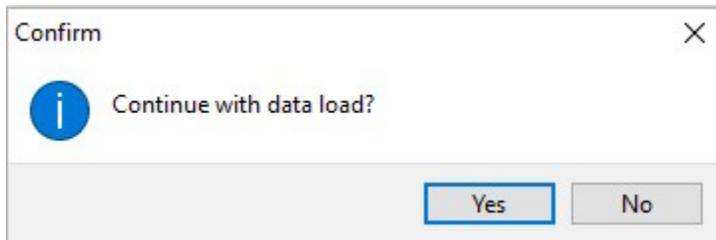
Update duplicate part numbers by (Supplier + Part Number)
 Skip header row
 Load into Virtual Warehouse parts

Supplier:8 GLOBE LIGHTING
 Category:

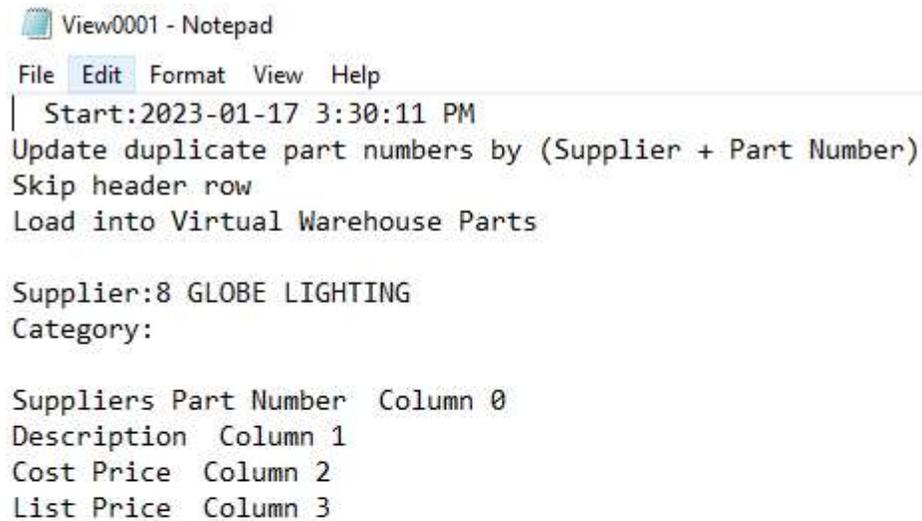
Suppliers Part Number Column 0
 Description Column 1
 Cost Price Column 2
 List Price Column 3

Click the load button to continue...

Then confirm you are ready to proceed:



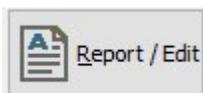
Choose the  option to see the results of your Load. Should look like below.
NOTE: the part records below would say updated if you have loaded them before.



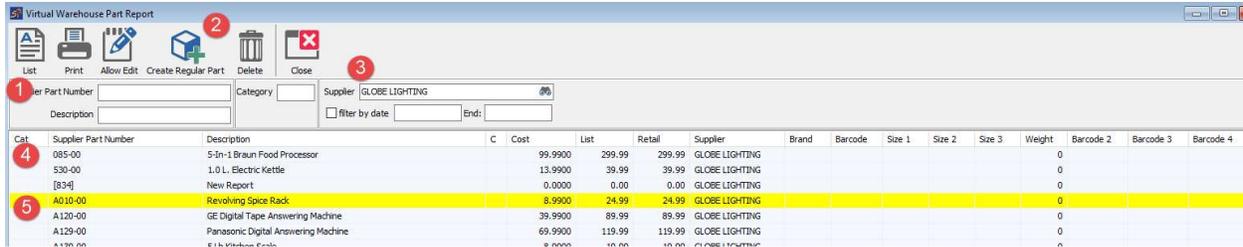
Click the load button to continue...
Start:2023-01-17 3:30:11 PM

A: 8 R408-64 New
A: 8 R408-87 New
A: 8 R408-89 New
A: 8 R663-06 New
A: 8 R663-20 New
A: 8 R670-26 New
A: 8 R670-84 New
A: 8 R689-09 New

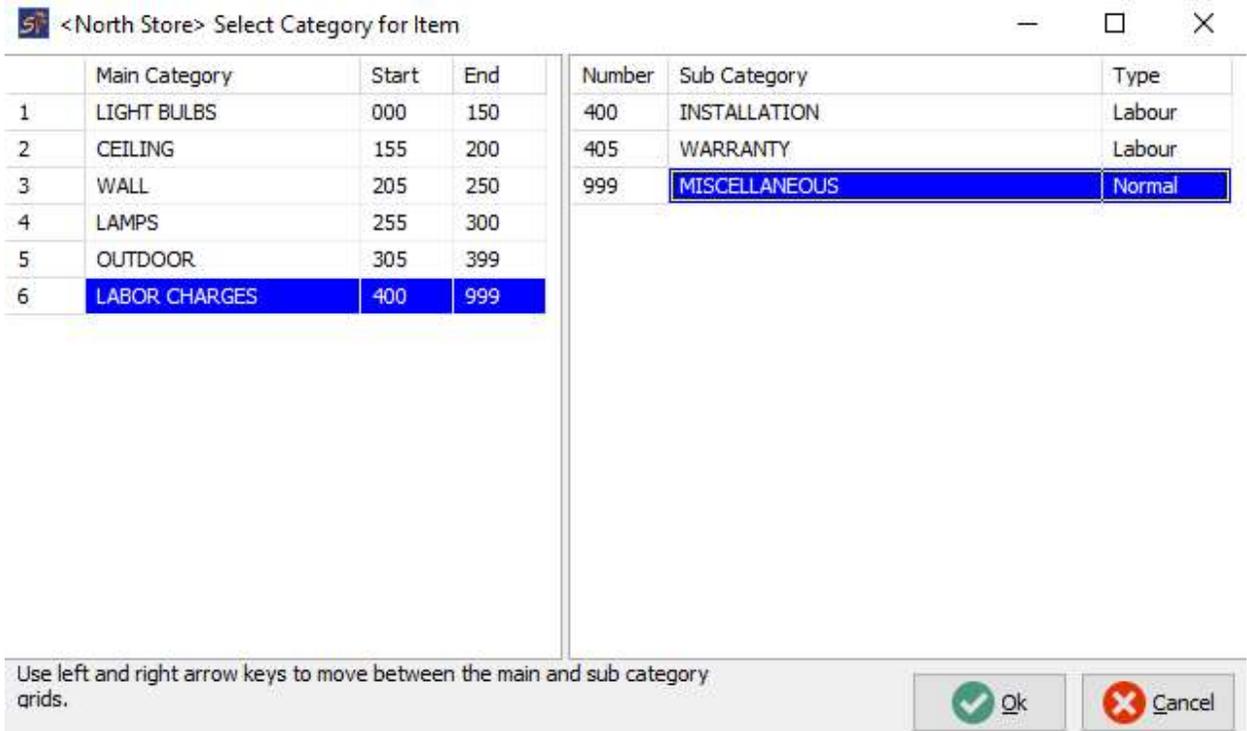
Now it is time to review the results in the REPORT area.



Clicking this option will bring you to this screen:



1. Choosing LIST will display all records for the selected vendor or supplier part number.
2. If you highlight a record and choose to create a regular part, you will be prompted to categorize this record and then you can create a full inventory record.



3. Select your Vendor here.
4. You can see that information is populated here. NOTE: virtual records contain ONLY the information you see here. The price schedules and all other inventory detail can only be recorded in a full inventory record.

Cat	Supplier Part Number	Description	C	Cost	List	Retail	Supplier	Brand	Barcode	Size 1	Size 2	Size 3	Weight	Barcode 2
	085-00	5-In-1 Braun Food Processor		99.9900	299.99	299.99	GLOBE LIGHTING						0	

5. Yellow lines indicate that the system has found a match between the virtual warehouse record and a full inventory record. The information in the Virtual Warehouse can be used to update this record. This is done using the UPDATE function.



Choosing this option will bring you to the following screen:

Inventory Part Update

This routine will update Regular Parts or Alternate Supplier inventory from information entered into the Virtual Warehouse parts database.

1 Update inventory for this supplier:
 
 Match Virtual Warehouse supplier name to Regular Parts supplier name

2 Update this inventory:
 Main Inventory Alternate Supplier

3 Update these fields:
 Update Cost prices
 Update List prices
 Update Description
 Update Retail prices (Price level 1)
 Update Sale List Prices
 Update Brand
 Update Barcode

4 Match by this part number
 Part Number
 Supplier Part Number

5

1. Here we choose the Vendor we wish to update.
2. Generally, this will be handled on your primary vendor, you can also load data into alternative vendors.
3. Choose the fields in Windward you wish to be updated from your Virtual Warehouse. NOTE: this overwrites existing data.
4. Choose to match the items up by one of these numbers, usually the Vendor part numbers.
5. Choose the update button to proceed.

You will see a dialog box indicating how many updates were made.

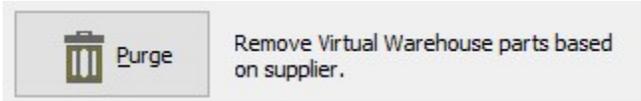
Information ×

 Update Complete. 1 item(s) updated.



One of the strengths of the virtual warehouse is the ability to **undo** your results. This allows you to undo your last data load if it didn't go as planned. For this reason, having a BACKUP is not essential, though still recommended.

You can purge your virtual warehouse of all the records from a vendor or a category or a combination of the 2.



Select

Select the Vendor you wish to purge records for:

Find Supplier >

Ok Cancel Recent Edit New Delete Print Export

Criteria 1

Name:

Phone:

Account #:

City:

Address:

Zip/Postal:

Criteria 2

Contact First:

Last:

State/Prov:

Filters

Unique:

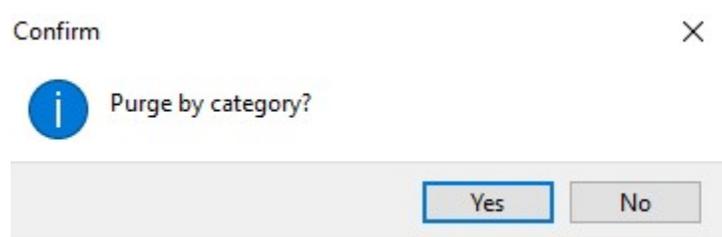
Lookup Word:

Email:

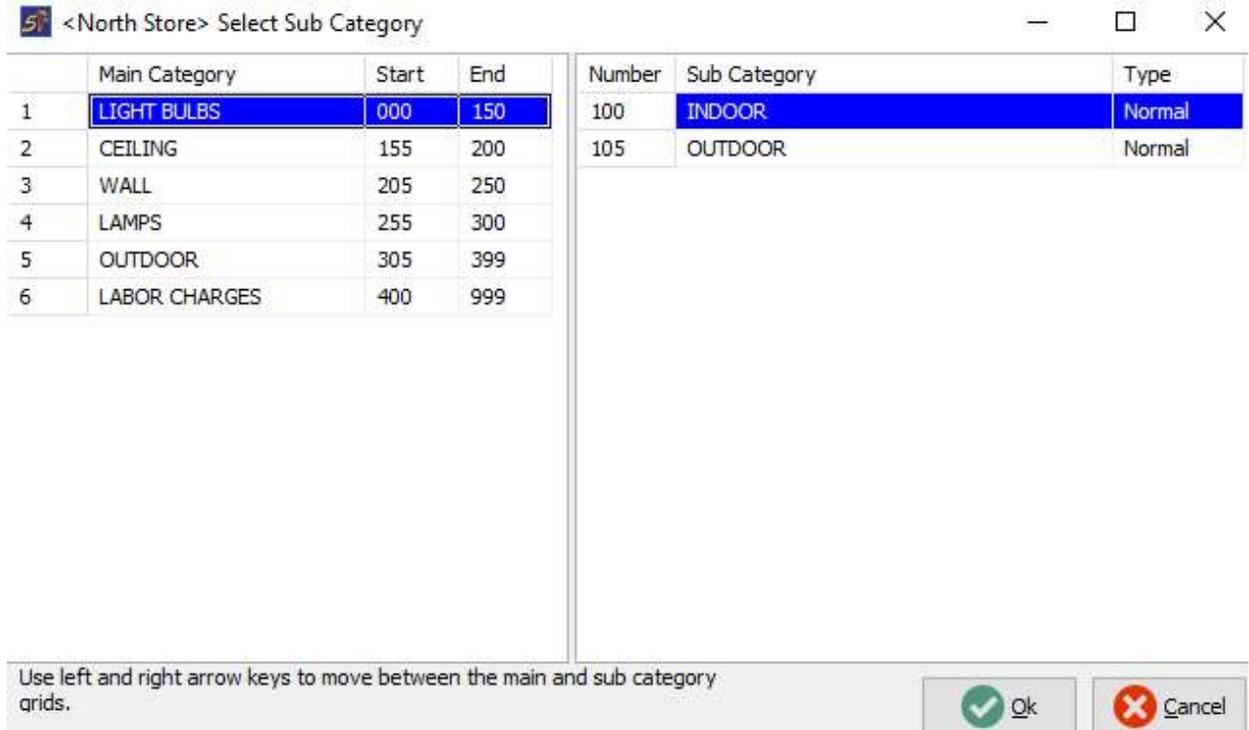
Live Search Suppliers Found: 15

Key	Name	City	Phone	Account	Address	Info	Time Diff	Email Address
46	LAVA	WA					Not Set	
43	Calissian Shipping	Cloud City WA			889 Sklus Street		Not Set	
41	Spectra	Newmarket ON	555555555				Not Set	
40	Lightng One	Earth City MO	555-555-5555				Not Set	
39	NOVOM	WA					Not Set	
38	HUNTER	WA					Not Set	
37	QUOIZEL	Hauppauge NY	6312732700		590 Old Wilets Path		Not Set	customerservice@quoizel.com.

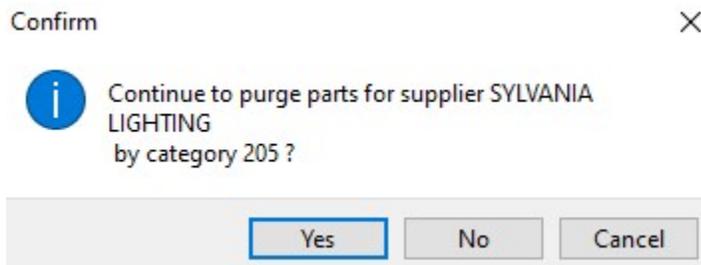
The system will ask if you wish to purge the entire list or select a category of goods.



If you select Yes you are presented with the category selection tool. Choose the category PURGE.



The system will confirm the category and vendor before you proceed.



Alternatively, you can purge all of the items for the vendor. Be careful with this feature as it will remove all the records and you will have to reload them.

In summary, the virtual warehouse is an excellent tool to keep your costs and prices up to date. It is also very helpful in quoting customers and creating new products with consistency.

Advantages of using the Virtual Warehouse in my business are:

Disadvantages of using the Virtual Warehouse in my business are:

I am going to start using this tool in my business on _____

To address the following problems