How to access the Warehouse Catalog

=	= 🔆 AP Control Panel						F	?	
Search Filter Criteria						: /	^		
F	Purchasing	~	Req. No.	Department		PO. No.			1
	AP Control Panel		Project	Vendor		View			ă II
	Print Purchase Orders		Account Filter	Account Filter					1
	Print Requisitions		777.777.7777.7777.7777.777	Show Paid Column	Show Has Docu	ments Show Account	Detail		
	Purchase Order Approval	- 1				Clea	r l	Apply	ור
	Requisition Approval	- 1							
F	Receiving	>				~	+ .	Add	-1
Vendors		>							
Reports		>							
Warehouse >		>		Grid has no data.					

Log in > AP Control Panel > On left hand side, scroll down and select Warehouse.

Next: Select Reports

Varehouse	~	Account Filter			
Inventory	>	???.???.????.????.????	Show Paid Column	✓ Show Has Documents	Show Account Detail
Order Processing	>				Clear Apply
Ordering	>				
Reports	~				< + Add

Select Catalog



The following screen will open:

Catalog		WashingtonEleFY2425 🗸 🖡	• 0	
Class				
Report Options Sort By* Item Number				¥
Group By Warehouse	Warehouse			
Group By Category	Category			

Select Group by Warehouse to see a list in alpha order of all items carried in the warehouse, then select Run at bottom of screen:

Report Options					
Sort By* Item Number	•				
Group By Warehouse	Warehouse				
Group By Category	Category				

Select Group by Category to have items listed by their General Categories, then select Run at the bottom of the screen.

Report Options		
Sort By* Item Number		•
Group By Warehouse	Warehouse	
Group By Category	Category	
		Cancel Run Schedule