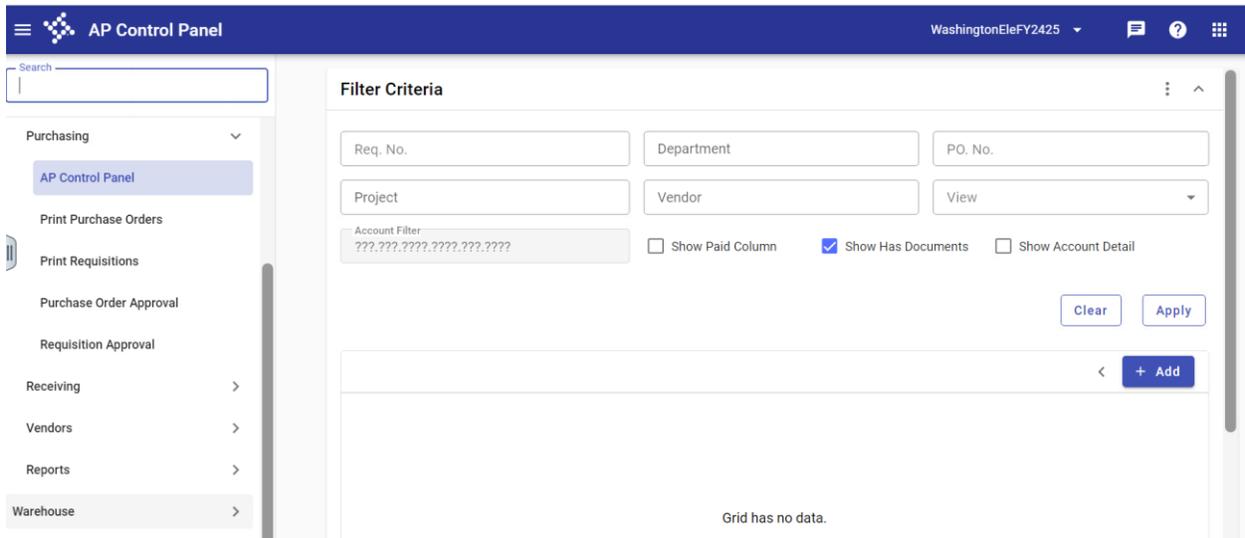


How to access the Warehouse Catalog

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



Next: Select Reports



Select Catalog



The following screen will open:

Catalog WashingtonEleFY2425

Class

Report Options

Sort By*
Item Number

Group By Warehouse Warehouse

Group By Category Category

Cancel Run Schedule

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