

Warehouses and business locations

Company setup and configuration

Documentation version 1.0
Published 17 November 2026
https://www.hesabuerp.co.ke/documentation/

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Create the places you keep stock and set the defaults for each.

Beginner · About 10 minutes · Version 1.0 · Updated 17 November 2026

Overview

A **warehouse** is any place you hold stock: a shop, a store room, a van or a supplier's consignment area. Every stock movement is recorded against a warehouse, so the stock report can tell you what you hold where.

Prerequisites

The **Stock** module in your plan and the Stock Manager or System Manager role.

Steps

1. Search for **Warehouse** and open the tree.
2. Click **Add Warehouse**.
3. Enter the **Warehouse Name**, for example `Stores`. The company abbreviation is added automatically (`Stores - MHB`).
4. Choose a **Parent Warehouse** if it sits inside a group, or tick **Is Group** for a folder.
5. Choose the **Company**.
6. In the **Address and Contact** section, add the location's address and contact.
7. Click **Save**.

Set defaults

1. Open **Stock Settings** from the Stock workspace.
2. Choose the **Default Warehouse** used when a document does not specify one.
3. Save.

Practical example

Mwangaza Hardware sets up `Stores - HD` (main store), `Showroom - HD` (shop floor) and `Delivery Van - HD`. When the shop sells the last bag of cement on the showroom floor, the team moves more from Stores to Showroom with a stock transfer.

Important notes

- Warehouses are tied to a company. You cannot move stock between companies by transfer.

- A **group** warehouse cannot hold stock directly. Only the non-group child warehouses do.
- You can mark a warehouse as **Rejected** for goods that failed inspection.

Common mistakes

- Creating a warehouse per shelf. Use a single warehouse per physical site, and manage shelves with item locations or batch information.
- Using a group warehouse in a stock entry.

Next steps

Read Email and regional settings.

Related documentation

- Warehouses and stock entries
- Creating items
- Creating and configuring your company