Warehouse Costing Inbox

Module Guide: Warehouse Costing Inbox

Module Location

Inventory > Warehouse Management > Warehouse Costing > Warehouse Costing Inbox

Module Objective

The **Warehouse Costing Inbox** module serves as the approval center for all **Warehouse Costing** documents that have been submitted. Every recording of warehouse operational costs must be reviewed and approved here by an authorized manager before it is officially expensed and posted to the General Ledger.

1. Main View (Document List)

The main page of this module is an "inbox" that displays all warehouse cost documents requiring your action.

View Explanation

This page provides a summary of all cost documents that are awaiting approval.

- **Filters**: You can search for a specific document by **Warehouse Cost Number** or a date range (**Start Date / End Date**).
- **Document List**: The table below will display all documents awaiting action, with columns such as **Warehouse Cost**

Number, Warehouse Costing Date, Amount, and **Approval** .

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Warehouse Costing Inbox** module to see the list of transactions that require approval.

Step 2: Review the Cost Details

Click on one of the rows in the table to open the detail view of the cost document. In the detail page, you can check all the details of the cost components (both fixed and variable) that have been input.

Step 3: Provide Approval

After you review the cost details in Step 2, you will find a button to grant approval (e.g., an **"Approve"** button) **within that detail page**. Click the appropriate button to complete the review process.

Workflow & Integrated Business Process

1. A Warehouse Costing document is created and confirmed.
2. The document automatically enters the queue in this **Inbox**.
3. A manager (e.g., a Finance Manager) reviews and approves it.
4. After approval, the system will finally **post the accounting journal** to record these costs.

Tips & Important Notes

- This approval process is an important control step to ensure all warehouse cost charges are valid and accurate.
- This module is typically accessed by an **Accounting Manager, Controller, or Finance Manager**.

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