# Setting Up Inventory Bins

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> This guide explains how to set up inventory bins. It is intended for general users.

To track inventory, each of your office (https://aace6.knowledgeowl.com/help/overview-of-offices) records must have one or more inventory bins representing a physical storage location.

1. Navigate from **Main Menu** > **Internal** > **Offices**.
2. Select the desired office.
3. At the detail view, click the **Inventory Bins** tab.
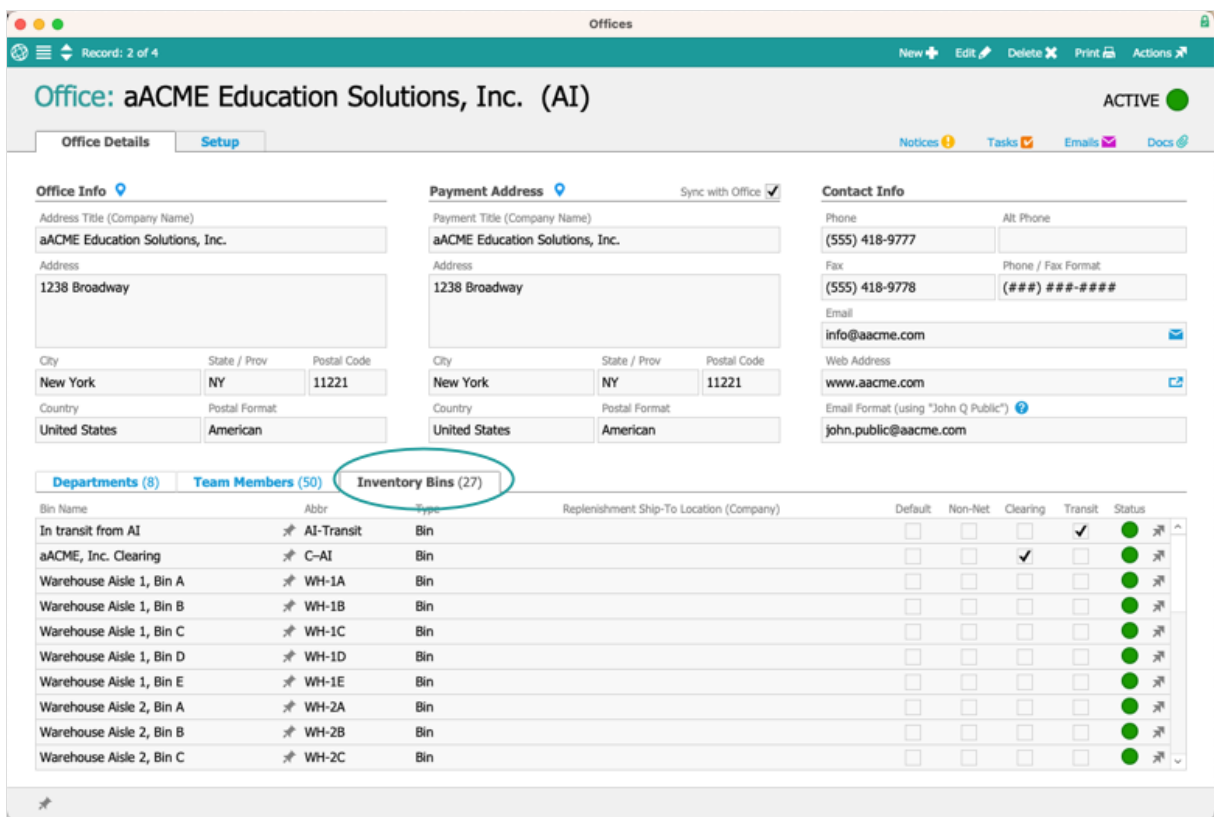
4. In the menu bar, click **Edit**.
5. Enter information for the **Bin Name** and **Abbr** fields.
6. Click **Save**.

Optional Bin Designations

aACE has optional bin designations to help you organize and streamline your inventory tracking.

Clearing

Mark the Clearing flag to designate several bins to be used for receiving *returned* inventory.

As returned items come in, you can allocate them to this bin until you determine whether they can be put back on the shelf or if they must be allocated to waste. Adjustments are made through the Inventory Adjustment module.

Note: If you do *not* designate a Clearing bin, returned inventory will automatically be allocated to each LIC's default bin.

Transit

Mark the Transit flag to designate one bin for tracking items that are being transported to other locations.

For example, if you have inventory moving from one warehouse to another, it will be unavailable to either warehouse during the time it is in transit. The Transit bin is basically the truck in motion.