Setting Up Inventory Bins Last Modified on 08/01/2023 2:19 pm EDT

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.

🗏 ≑ Record: 2 of 4						New 🖶				Actions
Office: aACM	1E Educa	ation Solu	tions, Inc. (AI)						ACTIVE
Office Details	Setup					Notices	н т	asks 🗹	Emails	Doc
Office Info ♀			Payment Address	•	Sync with Office 🗸	Contact Info				
Address Title (Company Name)			Payment Title (Company Name)			Phone Alt Phone				
aACME Education Solutions, Inc.			aACME Education Solutions, Inc.			(555) 418-9777				
Address			Address			Fax	Phone / Fax Format			
1238 Broadway		1238 Broadway			(555) 418-9778	(###) ###-####			#	
						Email				
						info@aacme.com				
City	State / Prov	Postal Code	City	State / Prov	Postal Code Web Address					
New York	NY	11221	New York	NY	11221	www.aacme.com				
Country	Postal Format		Country	Postal Format		Email Format (using "John Q Public") (?)				
United States American			United States American john.public@aacme.com							
Departments (8) Bin Name	Team Member	Abbr	Type	Replenishment Ship-To I	location (Company)	Default	Non-Net	Clearing	Transit	Status
In transit from AI		AI-Transit	Bin						~	۳, 🔵
aACME, Inc. Clearing		* C-AI	Bin					1		۳, 🔵
		r∲ WH-1A	Bin							۳, 🔵
		🖈 WH-1B	Bin							۳ 🔵
Warehouse Aisle 1, Bin B		# WH-ID								۳ 🔵
Warehouse Aisle 1, Bin B		* WH-16	Bin							
Warehouse Aisle 1, Bin B Warehouse Aisle 1, Bin C	, , , , , , , , , , , , , , , , , , , ,		Bin Bin							۴ 🔵
Warehouse Aisle 1, Bin A Warehouse Aisle 1, Bin B Warehouse Aisle 1, Bin C Warehouse Aisle 1, Bin D Warehouse Aisle 1, Bin E	3	∲ WH-1C								辰 ● 辰 ●
Warehouse Aisle 1, Bin B Warehouse Aisle 1, Bin C Warehouse Aisle 1, Bin D	۔ و و	* WH-1C * WH-1D	Bin							
Warehouse Aisle 1, Bin B Warehouse Aisle 1, Bin C Warehouse Aisle 1, Bin D Warehouse Aisle 1, Bin D	- - - - - - - - - - - - - - - - - - -	* WH-1C * WH-1D * WH-1E	Bin Bin							F

- 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.