

# Overview of Inventory Bins

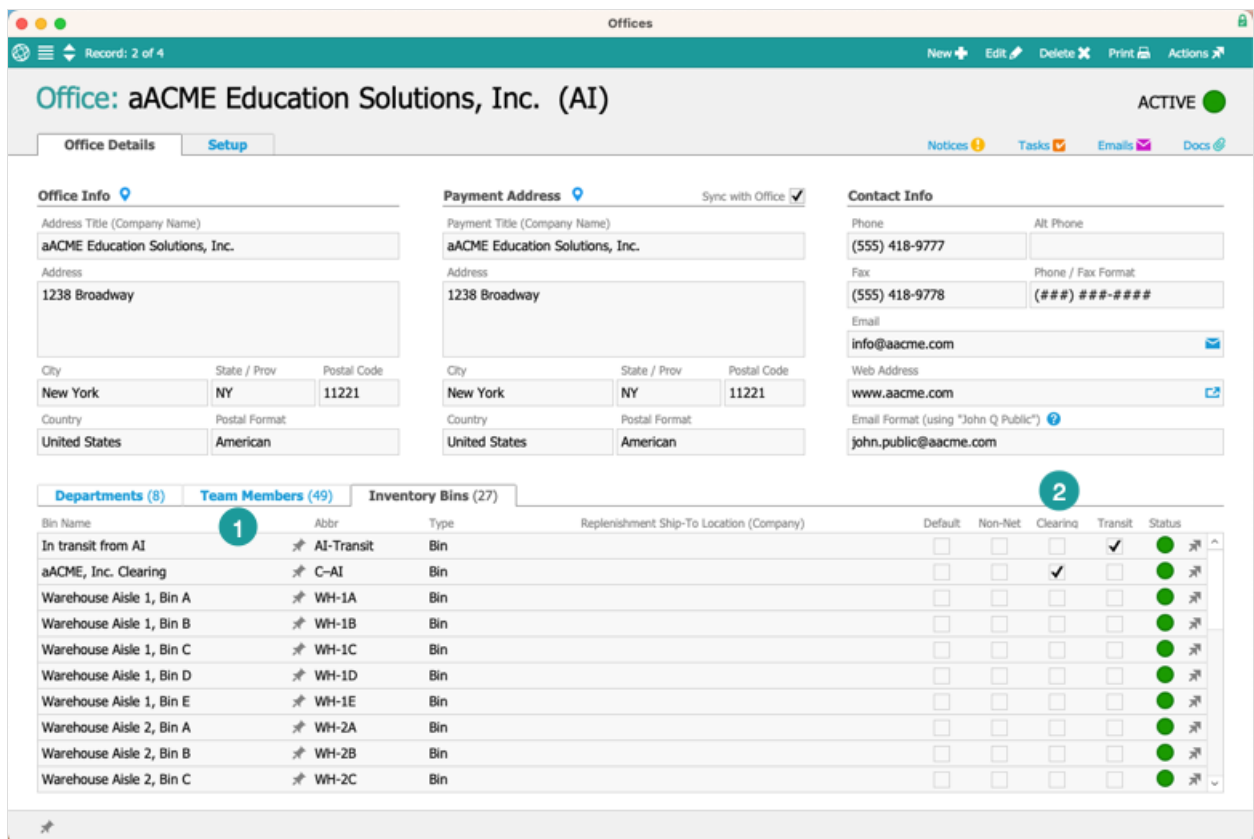
Last Modified on 10/23/2023 5:20 pm EDT

This guide introduces how to work with inventory bins. It is intended for system administrators.

You can track inventory for each of your company's offices using inventory bins (also referred to as office bins). Each inventory bin represents a physical location. Depending on the type of bin, the location could be a shelf in a warehouse, a customer service desk, a truck [in-transit](#), etc.

## Inventory Bins

To add and view bins associated with a specific office, navigate from Main Menu > Internal > Offices > select the desired office > Office Details tab > Inventory Bins tab:



### 1. General Info

You can edit the office's inventory bins, updating the Bin Name, Abbr, and Type fields. You

can also create new bins by scrolling down to the bottom of the inventory bin list, then entering details on the blank line there.

## 2. Bin Designations

These flags represent optional groupings you can assign to each bin. These groups allow you to configure additional functionality for how aACE handles the items contained in each specific bin (e.g. tracking returned items or items that are being transferred to other locations).

- **Default** – aACE recognizes the respective bin as the selected office's default inventory bin.
- **Non-Net** – Items held in non-net bins do *not* have an inventory value in aACE. This means that aACE withholds these items from their respective LIC's available inventory balance.
- **Clearing** – Used for receiving *returned* inventory.  
Note: If you don't have a designated clearing bin, returned inventory will be automatically allocated to each LIC's [default bin](https://aace6.knowledgeowl.com/help/overview-of-line-item-codes#InventoryManagement) (<https://aace6.knowledgeowl.com/help/overview-of-line-item-codes#InventoryManagement>).
- **Transit** – Used to track items while they are being transferred from one location to another (e.g. a truck transporting inventoried items).

For more information, read our guide on [Setting Up Inventory Bins](https://aace6.knowledgeowl.com/help/setting-up-inventory-bins).  
(<https://aace6.knowledgeowl.com/help/setting-up-inventory-bins>)

## Office Bins Module

You can also view a list of *all* inventory bins in your aACE system. Navigate from Main Menu > Internal > Details > Office Bins:

Office Bins									
Office	Type	Name	Abbr	Notes	Non-Net	Clearing	Transit	Status	
> AI	Bin	aACME, Inc. Clearing	C-AI			✓		ACTIVE	● ↗ -
> MWRO	Bin	Midwest Reg Outlet Warehouse	MWRO-WH				✓	ACTIVE	● ↗ -
> MWRO	Bin	Midwest Regional Outlet Clearing	C-MWRO			✓		ACTIVE	● ↗ -
> EE	Bin	Education Elite Clearing	C-Ed-Elite			✓		ACTIVE	● ↗ -
> AI	Bin	Warehouse Aisle 1, Bin A	WH-1A					ACTIVE	● ↗ -
> AI	Bin	Warehouse Aisle 1, Bin B	WH-1B					ACTIVE	● ↗ -
> AI	Bin	Warehouse Aisle 1, Bin C	WH-1C					ACTIVE	● ↗ -
> AI	Bin	Warehouse Aisle 1, Bin D	WH-1D					ACTIVE	● ↗ -
> AI	Bin	Warehouse Aisle 2, Bin A	WH-2A					ACTIVE	● ↗ -
> AI	Bin	Warehouse Aisle 2, Bin B	WH-2B					ACTIVE	● ↗ -
> AI	Bin	Warehouse Aisle 2, Bin C	WH-2C					ACTIVE	● ↗ -
> AI	Bin	Warehouse Aisle 2, Bin D	WH-2D					ACTIVE	● ↗ -
> AI	Bin	Warehouse Aisle 3, Bin A	WH-3A					ACTIVE	● ↗ -
> AI	Bin	Warehouse Aisle 3, Bin B	WH-3B					ACTIVE	● ↗ -
> AI	Bin	Warehouse Aisle 3, Bin C	WH-3C					ACTIVE	● ↗ -
> AI	Bin	Warehouse Aisle 3, Bin D	WH-3D					ACTIVE	● ↗ -
> AI	Bin	Warehouse Aisle 4, Bin A	WH-4A					ACTIVE	● ↗ -
> AI	Bin	Warehouse Aisle 4, Bin B	WH-4B					ACTIVE	● ↗ -
> AI	Bin	Warehouse Aisle 4, Bin C	WH-4C					ACTIVE	● ↗ -
> AI	Bin	Warehouse Aisle 4, Bin D	WH-4D					ACTIVE	● ↗ -
> EE	Bin	Warehouse Aisle 1, Bin A	EE-1A					ACTIVE	● ↗ -
> EE	Bin	Warehouse Aisle 1, Bin B	EE-1B					ACTIVE	● ↗ -