Overview of Inventory Bins

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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 <u>in-transit</u>, 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:

						New 🕂	Edit 🖉	Delete 🕽	C Print é	Actions ;	
Office: aACI	ME Educa	tion Solu	tions, Inc. (AI)					,	ACTIVE	
Office Details	Setup					Notices	ө т	asks 🔽	Emails	Docs	
Office Info ♀			Payment Address	•	Sync with Office 🖌	Contact Info					
Address Title (Company Name)			Payment Title (Company	Phone Alt Phone							
aACME Education Soluti	ons, Inc.		aACME Education Solutions, Inc.			(555) 418-9777					
Address			Address			Fax	ax Format				
1238 Broadway			1238 Broadway			(555) 418-9778 (#			(###) ###-####		
						Email					
						info@aacme.com				2	
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)	Team Members	(40) Touosi	tory Bins (27)					2			
Bin Name	1	Abbr	Type	Replenishment Ship-To	location (Company)	Default	Non-Net	Clearing	Transit	Status	
In transit from AI	U *	AI-Transit	Bin						1	^ بر 🔴	
aACME, Inc. Clearing	*	C-AI	Bin					1		₩.	
Warehouse Aisle 1, Bin A 🖈 WH-1A			Bin							₩.	
Warehouse Aisle 1, Bin B 🖈 WH-1B			Bin							۳. 🔴	
	c *	WH-1C	Bin							۳, ا	
Warehouse Aisle 1, Bin			Bin							R	
	D 🖈	WH-1D								R	
Warehouse Aisle 1, Bin Warehouse Aisle 1, Bin Warehouse Aisle 1, Bin		WH-1D WH-1E	Bin							- A.	
Warehouse Aisle 1, Bin	E 🖈		Bin Bin							™	
Warehouse Aisle 1, Bin Warehouse Aisle 1, Bin	E xª A xª	WH-1E									

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 <u>default bin (https://aace6.knowledgeowl.com/help/overview-of-line-itemcodes#InventoryManagement)</u>.
- **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 <u>Setting Up Inventory Bins</u>. (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:

	ord: 1 of 53				New 💠 🛛	Edit 🍠	Delete 🗙	Print 🖶	Actions 3	•
Office	Bins									
. Office	Туре	Name	Abbr	Notes	Non-Net	Clearing	Transit	Status	Q	
- AI	Bin	aACME, Inc. Clearing	C-AI			√		ACTIVE	R	
MWRO	Bin	Midwest Reg Outlet Warehouse	MWRO-WH				√	ACTIVE		
> MWRO	Bin	Midwest Regional Outlet Clearing	C-MWRO			√		ACTIVE	₹ ●	۰.
> EE	Bin	Education Elite Clearing	C-Ed-Elite			~		ACTIVE	R	ι.
AI -	Bin	Warehouse Aisle 1, Bin A	WH-1A					ACTIVE	ج 🔵	
AI .	Bin	Warehouse Aisle 1, Bin B	WH-1B					ACTIVE	ج 🔵	· -
IA	Bin	Warehouse Aisle 1, Bin C	WH-1C					ACTIVE	N	•
AI	Bin	Warehouse Aisle 1, Bin D	WH-1D					ACTIVE	ج 🔵 🗧	•
AI .	Bin	Warehouse Aisle 2, Bin A	WH-2A					ACTIVE	ج 🔴 🗧	•
AI	Bin	Warehouse Aisle 2, Bin B	WH-2B					ACTIVE	R 🕘 🖉	•
AI	Bin	Warehouse Aisle 2, Bin C	WH-2C					ACTIVE	ج 🔵 🗧	
IA ·	Bin	Warehouse Aisle 2, Bin D	WH-2D					ACTIVE		
AI -	Bin	Warehouse Aisle 3, Bin A	WH-3A					ACTIVE	اتر 🔴 🖉	
AI	Bin	Warehouse Aisle 3, Bin B	WH-3B					ACTIVE	- - 🖉	
- AI	Bin	Warehouse Aisle 3, Bin C	WH-3C					ACTIVE	ج 🔴	
AI	Bin	Warehouse Aisle 3, Bin D	WH-3D					ACTIVE	چ 🔴 🗧	•
IA ·	Bin	Warehouse Aisle 4, Bin A	WH-4A					ACTIVE	R 🔴	
- AI	Bin	Warehouse Aisle 4, Bin B	WH-4B					ACTIVE	ار 🔴	• •
AI	Bin	Warehouse Aisle 4, Bin C	WH-4C					ACTIVE	N	۰.
AI	Bin	Warehouse Aisle 4, Bin D	WH-4D					ACTIVE	R 🔴	
EE	Bin	Warehouse Aisle 1, Bin A	EE-1A					ACTIVE	-	•
EE	Bin	Warehouse Aisle 1, Bin B	EE-1B					ACTIVE	- 🔵 🛪	· -