

# Multiple Bin Locations

## Overview

There is now the option for setting up alternate bin locations for each item. Before proceeding, make sure that the flag to allow **multiple bin locations** (field # 45) has been set to [y] in **System Utilities > System Setup > Sales Desk > parts billing parameters > Screen 2**.

Another parameter change is required to have the bin location sold from selected on the invoice screen, **Screen 5 > Select Bin Location in Invoice** (field # 31) needs to be set to **Y**

## Process

### Bin Location Maintenance

This option is used to set up, view a specific location or view all locations for a specified product. Deleting an alternate bin location is also available from this menu. This option is found in the menu **inventory > Data Maintenance > Master Files > Bin Location Maintenance**.

Bin Location maintenance can also be performed when in the Product Master maintenance by selecting "**B(ins)**".

The Bin Type "**R**", Retail, is used to identify product in the retail space of the store. Nightly reporting is available to indicate which retail products currently have zero available and need to be replenished from other locations.

The retail bin location can only be the primary location if it is the only location for the product and POS transactions will update the on hand in the Retail location.

Receiving and Stock Transfers will update the quantity on hand in the primary location which is the location shown on screen in Product Maintenance and Inquiry.

Any product with multiple bin locations and the Retail location that has a negative on hand quantity will have the Retail location adjusted up to zero and the primary adjusted down by the same

quantity nightly.

# Stock Relocation Adjustment

**inventory > Data Maintenance > Inventory Adjustments > Stock Relocation Adjustment**

Use this option to adjust the on-hand quantities for each alternate bin location. Enter the category and part number. All of the locations will be displayed. At the **any change** prompt, press enter to get to the quantity to **adjusted by** field. Enter the quantity (followed by a minus sign) that is to be moved to other locations. Then distribute that amount to the alternatives. The total field at the bottom must be **0** in order to **[f1]** accept the entry. Pressing enter after the accept will allow you to continue with further adjustments and “**N**” will exit to the menu.

this would be the preferred method for adjusting bin location quantities.

# Stock Relocation Report

This will report all Retail Locations that have an On Hand Quantity of 0 or less which is to be used to replenish these locations. This report will be run automatically each night.

# On Dock Purchase Orders

To flag a purchase order as On Dock use **Purchasing > Purchase Order Receipts > On Dock Assignment**. Enter the PO Number then confirm it is the correct PO, the first page of lines on the PO will be displayed and answer “Y” to create the Dock locations for this PO.

The Dock locations are automatically removed when the PO Receipts Update is completed for the PO.

[illegible]

# P.O. Receipts Relocation Listing

Multiple bin location items are automatically received to the primary bin location as listed on the **PRODUCT master maintenance** screen. This report provides the information necessary for the user to relocate the quantity received to different locations.

This report is **Purchasing > Purchase Order Receipts > P.O. Rec. Relocation Listing**

# P.O. Receipts Relocation Adjustment

Similar to the **Stock relocation adjustment**, the user is able to move the recently received quantity from the primary (default) location to multiple locations.

# P.O. Receipts Relocation Update

The adjustments made in the above step will be updated.

Alternatively, the adjustments can be made using the **Stock Relocation Adjustment** described earlier in this document.

# Inventory Adjustments

When entering Inventory Adjustments, **inventory > Data Maintenance > Inventory Adjustments > Stock Adjustments**, if a part is assigned to multiple bin locations you will need to enter the quantities adjusted by bin location when completing the adjustment

Bin On Hand Adjustment

1

Category

226 BALDWIN

3

Part #

18027

TRANS FILTER KIT

	Location	Type	Location On Hand	Adjusted By
9	AA11	primary	25	12
14	SRFR	retail	2	
19				
24				
29				
34				
39				
44				
49				
54				

Req

12

Total

12

Any change?

The default is to adjust the primary bin but you can change the quantities however the adjusted quantity for the bin locations must equal the total adjustment quantity.

This is the same procedures as used in the **Stock Relocation Adjustment**

# Bin Location Lookup in Invoicing

Products with Multiple Bin Locations that have an on hand quantity will be identified on the invoice screen with a comment of “\***MANY\***” and products that have zero on hand but are included in an On Dock PO will have a comment of “\***DOCK\***”.

To check the available quantities for multiple bin locations within the invoicing screen press Shift F8 from the line Type field and you will be prompted for a line number to search. The bin location quantities for the selected part will be displayed in the Information Window. The sale of a product will always reduce the on hand quantity for the Retail bin location if one exists and if no retail location exists the Primary location will be adjusted.

All bin locations will be included on the printed invoice.

If the Select Bin Location in Invoice option is on and the part being sold is assigned to Multiple Bin Locations the locations with available inventory to fulfill the sale will be displayed on screen

The screenshot shows an invoicing software interface. At the top, there's a header with customer information: Customer # 000698, K&K ENGINE ARTISTS, 1234 FRANKLIN ST, VANCOUVER, BC, V2K 1X2. Phone: (604) 977-3077. The header also includes fields for Bill To (000698 K&K ENGINE ARTI), Ship Via, Notify (KEN), Salesman (MIKE), GST Lic # (ON FILE), PST Lic # (01249885), FOB (MAY2022), PO #, Clerk # (3 CLERK #3), and Transaction Type (Invoice). The date and time are May 12 2022, 10:00:32. Below the header is a table with columns: Line, Type, Part Number, Description, Quantity, Eco Fee, Core, plv, Unit Price, +/-, Extension, and Tax. The table shows one line item: 1, 18027, 1, .55, .00, 1, 53.64, .00, 10. Below the table is a 'Multiple Bin Location Listing' window with columns: Line, Bin Location, On Hand. It shows two entries: 01 SRFR (retail) 2 and 02 AA11 (primary) 25. At the bottom, there's a 'Sub Total' button and a field for 'Enter Bin Location Line #?' with the value 01.

# Bin Location Selection in Invoicing - Optional

New feature when using Multiple Bin Locations and wanting to force the users to select the Bin Location that the product is going to be picked from in order to keep the on-hand quantities for

each bin location accurate.

## Billing Parameters

New option added to screen 5 of the Billing Parameters “Select Bin Loc. In Invoice” would need to be set to “Y

For Counter Kits where product is kept in multiple Bin Locations the parameter “18. Kit Detail Display” on screen 3 would also need to be set to Y

## Invoicing

In the invoice screen the user will be prompted to select the bin location the product will be picked from after the quantity is entered. Bin locations are displayed in descending order based on quantity on hand. Dock locations are shown at the end of the list and cannot be selected, these are information only. A line number MUST be chosen.

The screenshot displays the Invoicing screen with the following details:

- Customer Information:** Customer # 000698, K&K ENGINE ARTISTS, 1234 FRANKLIN ST, VANCOUVER, BC, V2K 1X2. Phone: 604-977-3077.
- Salesman:** KEN MIKE, ON FILE, 01249885.
- Date/Time:** The May 19 2022, 16:50:49.
- Payment Method:** Account.
- Transaction Type:** Invoice.
- Line Item Table:**

Line	Type	Part Number	Description	Quantity	Eco Fee	Core	plv	Unit Price	±%	Extension	Tax
1											
2											
3											
4											
5											
6											

**Multiple Bin Location Listing**

Line	Bin Location	On Hand
01	SRFR (retail)	4
02	AA11 (primary)	24

Enter Bin Location Line #: 11

Sub Total

Only the Bin Location chosen will be printed on the invoice and the overall inventory of the part will be reduced and the quantity available in the chosen Bin Location.

## Exceptions where this screen will not be displayed

If a part is only assigned to a single bin location

If the quantity sold is greater than the quantity available in any single bin location

When selling a “C”ounter Kit the Kit components will be displayed on screen and if any of the components are located in multiple bin locations you will be prompted to select the Bin Location those parts will be pulled from. The components and the chosen Bin Locations will be printed on the invoice.

Kit Category		CBS		Kit Definition		
Kit Part #		KIT550329		EXBK HD70004707Q+		
Selling		53.05		Kit Type C Substitutes Allowed Y Total Cost 54.01		
Components						
Ln #	Cat	Part Number	Description	Cost	Core	Quantity
1	100	CB100	WHITE SHO	.00	.00	1
2	CBS	XE550329	EXBSHD700	10.67	14.00	2
3	EUC	E4515UHDB	MKT4515UH	4.67	.00	1
Select Location for EUC E4515UHDB						
Line	Bin Location	On Hand	Line	Bin Location	On Hand	
01	HD10C (primary)	257				
02	HD10B	98				
03	095552 (dock)	250				
loc #? 11						

## Invoice Print

The invoice print will only show the bin location selected for a part.

## Exceptions

- No one bin location had enough quantity to fulfil the order and all locations will be printed.
- Invoices created from backorder fulfilment will show the primary bin location
- Web orders will show the primary bin location.
- Automatic Transfers will show the primary bin location

## Inventory Update

The on-hand quantity will be updated for the selected bin location.

The on-hand quantity will be updated for the Primary bin location when:

- No one bin location had sufficient quantity on hand
- Invoices created for backorder fulfillment
- Web Orders
- Automatic Transfers

