Item Bin Location

Inventory Bin Locations

The "Loc" field in the item master is designed for entry of a warehouse bin location. The bin location field may be automatically formatted to include a dash. This is determined by a field on the second screen of Main Options.

Bin locations display during the entry of a point of sale line item and may be changed on any sales order. The picking ticket can be formatted to print the bin location. If desired, the picking ticket can be designed to print in "bin location" sequence for more efficient picking.

The bin location prints on the physical inventory multi-count worksheets. If desired, the worksheets may be printed in "bin location" sequence.

Main Options Format Field

To designate whether the bin location field should be automatically formatted with a dash, select System Administrator, Options Menu and then Main Options. Press F7 for Screen 2 of Main Options. Refer to the field labeled "Format Inventory Location Field Automatically? (Y or N)."   If "Y," the inventory master screen will automatically insert a dash in the bin location field with an entry of five characters or less. If "N," no dash is automatically inserted.

Inventory Master Screen "Loc" Field

Select "Inventory" from Main Menu and then "Inventory Master." The bin location field on the Main Inventory screen is labeled "Loc."

Format Inventory Location field Automatically = Y

If Main Options is "Y" to format the inventory location field automatically, the bin location field is designed for entry of up to five characters. A dash is automatically inserted between the first two characters and the last three characters. Some users designate the first two characters for a warehouse "aisle" and the last three characters for a shelf or bin. A combination of letters and numbers may be used. For example, A1-001 may mean Aisle A1, shelf 001.

When formatted, the bin location will display as follows:

```
123456     if 123456 is entered.

12-345     if 12345  is entered.

12- 34     if 1234   is entered.

12-  3     if 123    is entered.

 1-  2     if 12     is entered.

1          if 1      is entered.
```

Item Bin Location

Format Inventory Location field Automatically = N

If Main Options is "N" for format inventory location automatically, a dash is not inserted. The bin location will display as follows:

```
123456     if 123456 is entered.

12345      if 12345  is entered

1234       if 1234   is entered

123        if 123    is entered

12         if 12     is entered

1          if 1      is entered
```

Again, any combination of letters and numbers may be used. Each company must define the meaning of the characters (aisle, row, shelf, bin, etc.).

Note: Changing the main options flag does not affect existing bin location entries. For example, if the bin location for an item originally displayed as A1-010 because automatic formatting was turned on, changing main options to "N" will not remove the dash. It would be necessary to delete the entry and re-enter if bin location A1010 was desired.