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Bin Tracking Overview

Bin Tracking allows Sage 300 users to track inventory items stored in multiple bins within a warehouse or Sage 300 Inventory Control location. Bins could include shelves, slots, containers, barrels, pallets or drawers.

Benefits:

- Improved management of your warehouse without more work and complexity.
- Pinpoint exactly where your inventory is at any point in time.
- Warehouse tracking within Sage 300 so there is no need to learn how to use new software.
- Process warehouse activity more efficiently, resulting in faster turnaround times, improved customer satisfaction, lower Inventory write-offs and lower costs.
- All information is contained within your Sage 300 database so there is no need to maintain and reconcile multiple applications and databases.

Features:

- At the Bin level, define:
  - Individual items (or all) to be kept in the bin
  - Pick order
  - Put-away order
  - Whether or not to allow receipts in this bin
o An optional “quick entry” shortcut key to save typing long bin location codes

- Per item in a bin, configure:
  - Allowed in this bin
  - Picking Sequence
  - Re-Order Quantity
  - Re-Order Level
  - Display unit of measure

- Inquiries on bin quantities per item & location.

- Report on bins to be re-stocked

- All warehouse movements tracked by bin transfer document

- Per enabled Sage 300 Transaction, configure the system to create the bin transfer document
  - Manually
  - Automatically during posting

- Per enabled Sage 300 Transaction, configure the Bin Transfer document to:
  - Automatically pop up for completion with the Sage 300 Transaction
  - Be created automatically - for subsequent data entry by warehouse staff


Installing Bin Tracking

MINIMUM REQUIREMENTS

Bin Tracking version 2021 (6.8) requires Sage 300 System Manager version 2021 (6.8).

Additional specific Sage 300 modules may be required to enable all functionality. Refer to Orchid Systems's website for details (https://www.orchid.systems).

INSTALLATION

Bin Tracking is installed by executing the EXE program downloaded for installation.

InstallShield will execute and guide you through the installation steps.

The following features are part of the installation process:

- Registered company is displayed. If prior installation exists, product serial number will be shown.

- Option to install with 30 day grace period.

- Option to install with product activation code.

- Option to install additional documentation for the product.

**Tip:** Regarding Bin Tracking installation.

If installing with a 30 day grace period, additional re-installations will not extend the grace period.

Re-installations over-write existing installations on the target directory.
If a valid installation already exists, the install process will not prompt for product registration and activation details.

ACTIVATION CODE AND AVAILABLE FUNCTIONALITY.

Depending on the components you are licensed to use, some features described here may not be available for you to use. Some functionality of Bin Tracking is only active if you have purchased the required module component. For details on which components are enabled in your activation code, go to the Bin Tracking License screen.

UPGRADING FROM A PRIOR VERSION.

1. Download the new version install program from the Orchid website (Business Partner access only)

2. Obtain the serial number and activation code for the new version

3. Backup your existing database and programs as per Sage Upgrade guidelines

4. Execute the EXE program downloaded (as above for a new install). This will create the updated Licence file.

5. In Sage 300 / Administrative Services / Data Activation, Activate Bin Tracking
# Steps to setup Bin Tracking

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Setup Bin Tracking Security</td>
</tr>
<tr>
<td>2</td>
<td>Setup Bin Tracking Options</td>
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<td>4</td>
<td>Setup Optional fields if required</td>
</tr>
<tr>
<td>5</td>
<td>Take on Opening Bin Transfer Quantities</td>
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</table>

**Tip:** Import templates are available in the SharedData / ImportTemplates directory when you install Bin Tracking.

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ASSIGNING VISUAL PROCESS FLOWS

Bin Tracking include Visual Process Flows to guide through the setup and some key transaction processes.

**Tip:** Use the Assign Visual Process Flows screen in the Administrative Services folder to assign process flows to users (including the ADMIN user). Only the ADMIN user and users who have the required security authorization can assign process flows. For more information about security authorization, see "Administrative Services Security" in the System Manager help.

TAKE ON OPENING BIN TRANSFER QUANTITIES

Take on the “opening” bin transfer quantities by

- Either
  - Running an IC Generate worksheet,
  - Enter the bins/quantities per item into the BT Worksheet. The quickest way to achieve this is to
    - Export the BT worksheet
    - Add the bin numbers to the Excel Worksheet
    - Import the BT worksheet (this will insert new rows for the item/bin combinations)
    - Make the item quantities zero on the lines which have no bin numbers
  - Post the Bin Count - to create a BT Transfer for the put-aways and update the I/C Worksheet
  - Delete the BT worksheet
Delete the IC worksheet, unless you want to write off/up item quantities in I/C

OR

Running an IC Generate worksheet,
  - Export the resulting BT worksheet
  - Manipulate this to match a BT Transfer document import

Add bin number to the item/quantity lines

Import the worksheet as a new BT Transfer document (which is not associated with a source document, i.e. document type is “none”)

Complete the Bin Transfer

Delete the BT worksheet

Delete the IC worksheet

OR

Create a Bin Transfer document (which is not associated with a source document, i.e. document type is “none”) with a “put away” action for each item/bin/quantity combination

Complete the Bin Transfer

**BIN TRACKING OPTIONS**

Use this screen to configure the way you need Bin Tracking to work

You select options when you activate your Bin Transfer module. Once you have set up your module, use this form when you need to change your selections.

This form lets you:
Specify the various picking and put away methods you can define per Inventory Control stock movement. (Use the Picking Method tab.)

Specify the prefix and sequence to be used to identify Bin Transfer documents in your system. (Use the Processing tab.)

Define the rules whether all items are to be bin tracked and/or which items are to be excluded from bin tracking. (Use the Items and Processing tabs.)

BEFORE USING THE OPTIONS FORM

Before changing any of the settings or other information in the Options form, read Chapter 2 of the Bin Tracking Getting Started guide and make sure you understand the impact the options have on processing within Bin Tracking.

Note: You cannot change most of your choices in the Options form if other Bin Tracking forms are open, or other users are working with the Bin Tracking database.

Make sure that no one else is using the Bin Tracking data and that no other Bin Tracking forms are open for the company before you save changes to the Options form.

TO USE THE OPTIONS FORM

- Click each tab to work in this form.
- Click Save to keep any changes you make.
- Click Close to leave the form without changing any information.
For detailed description of fields and controls, view Bin Options - Field List below.

**BIN OPTIONS - FIELD LIST**

For details on how to use Bin Options, refer to Bin Tracking Options on page 10

**PICKING METHOD TAB**

**PROGRAM**

This column shows the Sage 300 Transactions enabled for Bin Tracking

**CREATE BIN TRANSFER**

Select if the Bin Transfer will be created manually, or during posting of the source Sage 300 document.

**SET STATUS**

Set the status of the newly created Bin Transfer document to one of:

- Not ready for picking
- Ready for Pick/Put Away

**PICK METHOD**

For “pick” type documents (OE Shipment, IC Transfer, IC Assembly, PO Return) you can configure the rules for Auto Picking based on one of

- Bin Setup Pick Order - ie Bin Tracking will fill in the bin numbers based on the bins which have stock, sorted in the Bin Setup Pick
Order. If to Bins have stock and the same Bin Setup Pick Order - then the first bin by alphabetical sorting of the Bin Numbers will be suggested

- Most Recent Put Away - ie Bin Tracking will fill in the bin numbers based on the most recently put away stock. If two Bins have stock with the same Put Away Date, then the first bin by alphabetical sorting of the bin Numbers will be suggested

- Least Recent Put Away - ie Bin Tracking will fill in the bin numbers based on the least recently put away stock. If two Bins have stock with the same Put Away Date, then the first bin by alphabetical sorting of the bin Numbers will be suggested

**PICK FROM**

Select one of the following methods to default the "Pick From" bin

- Bin Setup Pick Order
- Most Recent Put Away
- Least Recent Put Away

**PUT AWAY METHOD**

For “Put-Away” type documents (PO Receipt, OE Credit Note, IC Disassembly, IC Receipt) you can configure Bin tracking Pick Method to one of:
Manual - ie Bin Tracking will not suggest which bin to put the stock into

Auto Put-Away - ie Bin Tracking will suggest a bin to put the stock into, based on the Put-Away To rules

Auto Put-Away and complete- ie Bin Tracking will suggest a bin to put the stock into, based on the Put-Away To rules. Additionally Bin Tracking will set the status of the Bin Transfer to Completed (if the stock has been allocated to a bin)

DEFAULT PUT AWAY BIN TO

For “Put-Away” type documents (PO Receipt, OE Credit Note, IC Disassembly, IC Receipt) you can configure the rules for Auto Put-Away to on one of

- Blank - ie no Bin will be suggested
- Last Bin Picked From - ie Bin Tracking will fill in the bin numbers based on the most recently picked stock. If two Bins have stock with the same pick Date, then the first bin by alphabetical sorting of the bin Numbers will be suggested
- Last Bin Put Away To - ie Bin Tracking will fill in the bin numbers based on the most recently put away stock. If two Bins have stock with the same Put Away Date, then the first bin by alphabetical sorting of the bin Numbers will be suggested
Bin Setup Put Away Order - ie Bin Tracking will fill in the bin numbers based on the bins which have a put away order of 1, sorted in the Bin Setup Pick Order. If to Bins have stock and the same Bin Setup Pick Order - then the first bin by alphabetical sorting of the Bin Numbers will be suggested.

**POP UP BIN TRANSFER WHEN POSTING**

When autopicking during posting, if there is not enough stock available then Warn/Don’t warn the user during posting.

Select:

- Yes to force the Bin Transfer document to be shown on the screen immediately as the source Sage 300 document is posted.
- No if you do not want the Bin Transfer document to be shown on the screen as the source Sage 300 document is posted
- "Only if binned" to force the Bin Transfer document to be shown on the screen immediately as the source Sage 300 document is posted if
- The location is bin tracked
- At least one item on the source document is bin tracked

**AUTO-COMPLETE BIN TRANSFER WHEN NOT BINNED**

If the locations on the generated Bin Transfer are not "Bin Tracked" and/or none of the items on a Bin Transfer are bin tracked, you can select this option to auto-complete the document.
### INCLUDE NONSTOCK ITEMS

Select one of:

Default: Use the option as defined in BT Setup > Options > Processing Tab.

No: Never include non-stock items

Yes: Always include non-stock items on Bin Transfers originating from the selected transaction type

### WHEN AUTO-PICKUP DURING POSTING:

If there is not enough stock available to pick, select to Warn or Not Warn the operator when posting the source transaction.

### PROCESSING TAB

#### BIN TRANSFER PREFIX

Type the prefix you use in your existing document numbers, or use the default prefix you see on this page. Each prefix can be up to six alpha-numeric characters.

#### BIN TRANSFER LENGTH

The maximum length of the Bin Transfer numbers is 22 characters.

#### NEXT BIN TRANSFER NUMBER

If you do not want to use the default starting number for bin transfers, type over it. The program increases the number by 1 each time you create a bin transfer, but you are not forced to use the numbers assigned by the
ALLOW NEGATIVE BIN QUANTITIES

Set this to “No” if you do not allow negative bin quantities. Set this to “Yes” if you do allow negative bin quantities.

ALLOW TRANSFERS IN STOCKING UOM

If you do not allow Bin Transfers in the stocking unit of measure, then use this option to enforce the system to Allow/Disallow or Warn you if the Stocking Unit of measure is used. Options - Yes, No and Warn.

BIN FINDER

Determines which finder to show for item bins

ALLOW INCOMPLETE BIN TRANSFERS TO BE SET TO COMPLETED

There is no source Document: Yes/No

There is a source document: Yes/No/Warn

Select Yes if you allow bin transfer documents to be completed when the Bin Transfer Item quantities do not match the associated source document item quantities.

Select No if you don't allow bin transfer documents to be completed when the Bin Transfer Item quantities do not match the associated source document item quantities.

Select Warn to warn the operator when the item quantities don't match.

DEFAULT INCLUDE NON STOCK ITEM
"Include non-stock items" option. It defaults to Yes.

If set to no then non-stock items are not copied to the Bin Transfer document.

**ITEM TAB**

**ALL ITEMS ARE BIN TRACKED, EXCEPT FOR THOSE BELOW**

Select this option to allow all items to be bin tracked, except the items in the list below

**ONLY THE ITEMS BELOW ARE BIN TRACKED**

Select this option to turn off bin tracking on all items except those items in the list below

**MASKS**

Enter an item number or a mask for a range of item numbers to include in bin tracking or exclude from bin tracking, depending on the selection above.

Example mask:

Z1-??-?? would mean all items with a structure ZZ-ZZZ-Z and which

- Start with Z1
- Have any three characters/digit as the second segment
- Have any character/digit as the last segment
BIN SETUP

Use this screen create the required bin numbers per location.

For details on fields and controls, Bin Setup - Screen Guide and Field List on page 23

This form lets you:

- Designate if a location is or is not bin tracked
- Set up a record for each bin where you stock inventory items within a location.
- Designate bins as temporary bins (which can be automatically made inactive in Periodic Processing - when empty).
- Designate bins as “allow all items” or specifically nominate which items are allowed in which bin
- Set up a “Pick Order” for each bin
- Designate if the bin is allowed for “put aways” or only for “picks” or both
- Set up a “Put Away Order” for each bin
- Assign a Quick Bin code (for example “S” for the “SHOP” bin) to facilitate data entry
- Assign items to locations (if you do not use the Allow Items At the bin option).

FOR EACH BIN CREATED PER LOCATION, YOU CAN:
Bin Tracking

- Set up a record for each item you allow in the bin
- If the bin “Allow All Items” is set to “Yes”, then you do not have to record each item.
- Per item in a bin, you can define
  - whether you “allow” or “do not allow” this item in this bin.
  - The picking sequence is displayed from IC Item Locations.
  - You can define the default unit of measure in this bin (this is for display purposes only. All stock movements per bin are done in the stocking unit of measure for the item)
  - Allow different UOMs. Set to Allow if you allow all UOMs in this bin. Set to Don’t Allow if you only allow stock movements in the Default UOM for this item in this bin. Set to Warn if you want the system to warn you if you do any stock movement in/out of the bin in any other UOM than the Default UOM.
  - The restocking level (i.e. below this level, this item will be reported on as an exception being below the restocking level)
  - The restocking quantity (i.e. the quantity by which this item in this bin should be restocked - if the on hand quantity falls below the restocking level)

- Per item in a bin, this screen displays
  - The current quantity on hand in the bin
  - The current quantity on hand in the location
For details on how to use, refer to Bin Transfer on page 30

**Tip:**
If you need to override the Bin Setup configuration and lets users pick or receive from all bins when processing a Bin Transfer (for example for Take-on balances), select "None" as the Source Document. It allows users to:

- Pick from a bin which has "Allow Picking From" set to No - Refer to Bin Setup on page 19 for details
- Put away to a bin which has "Allow Receiving Into" set to No
- Do a pick and put away - bin transfer - from any bin

**Before adding bins**

- Choose a code of up to ten characters to identify each bin you plan to add.
- Decide on your processing rules for your bins.

On this form, you can press the Control "Ctrl" button to filter any of the columns as required:
By clicking "ctrl" in the Bin Grid - for example on the “Bin Number” column, you can filter on the bin column as follows:
BIN SETUP - SCREEN GUIDE AND FIELD LIST

For details on how to setup Bin Tracking, refer to Bin Setup

FIELDS AND CONTROLS

LOCATION

Enter a location to setup bins

THIS LOCATION IS BIN TRACED

Check this box if the location is bin tracked

BIN

Enter the Bin number. The bin number can be up to 10 characters (A..Z, 0..9) long.
| **DESCRIPTION** | Enter a description for the bin |
| **ACTIVE** | Select if the Bin is active Yes/No |
| **TEMPORARY BIN** | Select if the Bin is a Temporary Bin - Yes/No |
| **ALLOW ALL ITEMS** | Select if the Bin allows all items - Yes/No |
| **PICK ORDER** | Enter the picking order which the goods will be picked |
| **PUT-AWAY ORDER** | Select the order in which your items will be put away |
| **ALLOW RECEIVE INTO** | Select Yes if you allow the Receiving source documents (PO Receipts and IC Receipts) to put away stock into this bin. Select No if you do not allow receiving in this bin. |
| **ALLOW PICKING FROM** | Select Yes if you want to allow picking from the bin. Select No if you don't allow pickup from this bin. |
**QUICK BIN CODE**

Enter a shortcut code if required. If entered, then the operators can type just the short cut instead of typing the full bin code.

For example if you always pick from bin A10101, you might want to call this Bin “A”. By typing A in the Quick Bin Code, it is equivalent to typing in the full bin code.

**ITEM DETAILS**

**ITEM NUMBER**

If you are restricting items in a bin, then the allowed item codes must be entered (or selected). If you wish to define a restocking level and restocking quantity for an item in a bin, then the item number must be entered or selected.

**DESCRIPTION**

The item description is displayed.

**ALLOW ITEM IN THIS BIN**

Yes/No. You can optionally restrict an item in a bin (Yes = allow this item in this bin, No = do not allow this item in this bin)

**PICKING SEQUENCE**

Displayed from IC Location

**UNIT OF MEASURE IN THIS BIN**
Optional. If you define a unit of measure for this item in this bin, then the system can “warn” or “error” if you do bin transfers not using this unit of measure for this bin depending on the setting for “Allow different UOMs”

**ALLOW DIFFERENT UOMS**

Allow/Don’t Allow/Warn. If Don’t Allow or Warn is selected and a bin transfer document uses a different unit of measure as to the one defined for this item and bin, then Bin Tracking will warn or stop the entry.

**CURRENT QUANTITY**

The current total number of items (in stocking unit of measure) for this item in this bin is displayed.

**QUANTITY IN I/C**

The current quantity on hand for this item in this location is displayed. (from IC Item Locations)

**RESTOCKING LEVEL**

If required you can enter a restocking level for this item in this bin. If entered and the bin quantity for this item is less than the restocking level, then this item/bin combination will be printed on the Bin Replenishment report

**RESTOCKING QUANTITY**

If using restocking levels, you can enter the quantity by which the item should be restocked in this bin

**MAXIMUM QUANTITY**
Maximum quantity for the item in this bin. For documentation only as Bin Tracking does not validate that the maximum quantity is not exceeded.

**SERIAL NUMBERS**

Displays the serial numbers assigned to this item in this bin. Click the Zoom (^) button to see the serial numbers.

**LOT NUMBERS**

Displays the lot numbers assigned to this item in this bin. Click the Zoom (^) button to see the lot numbers.

**LOT QUANTITY**

Displays the lot numbers and associated quantities assigned to this item in this bin. Click the Zoom (^) button to see the lot numbers.

**LOTS WITH NON-ZERO QUANTITIES**

Displays a list of lots with non-zero quantities only.

**Tip:** The Bin details can be imported from Excel.

**BIN SETUP - OPTIONAL FIELDS**

You can use the B/T Optional Fields screen to assign optional fields to Bin Tracking transactions and bins.

Before you can add optional fields for Bin Tracking transactions, you must create them in Common Services. After you create them in Common Services, you use
the Bin Tracking Optional Fields screen to assign them to Bin Tracking transactions and records.

- Optional fields that you add to Bins appear in the Optional Fields tab on Bin Setup screens.
- Optional fields that you add to Bin Transaction Header appear in the Optional Fields tab on transaction entry screens.
- Optional fields that you add to Bin Transaction details appear as columns in the Detail table on transaction entry screens.

**Tip:**
If the Bin Tracking optional fields are called the same as in the other modules (IC/OE/PO), and they are attached at the same level in Bin Tracking and the source module, then the optional fields will be copied from the source module to the associated Bin Transfer document.

For example if the optional field on the OE Shipment Header and the BT Bin Transfer Header are the same, then the optional field value will be copied from the OE Shipment Header to the Bin Transfer Header when the OE Shipment is posted.
Bin Tracking Transactions

Using Bin Tracking, you can transfer items between bins and complete bin transfers by status.

The setup steps are described in the Process Flow below followed by detailed steps.

---

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**Bin Transfer - Field List** ............................................... 36
**Pick Status** ................................................................. 42
**Pick Status - Field List** .................................................. 44
**BIN TRANSFER**

Use this form to:

- Enter and complete Bin Transfer documents - recording the location/bin/item details and the associated quantity either in or out of the bin - for manually created Bin Transfers
- Update and complete Bin Transfer documents - recording the location/bin/item details and the associated quantity either in or out of the bin - for documents created by O/E, I/C and P/O.
- Import bin transfer transactions from other Sage 300 databases or from non-Sage 300 programs.
- Export bin transfer transactions.

For details on Fields and controls, refer to Bin Transfer - Field List on page 36

**Types of bin transfers**

Bin Transfers can be associated to all stock movement types found in Inventory Control. The associated Bin Transfer document can either be created

- Manually
- During posting of the original source document (in O/E, I/C and P/O)

**Tip:**
Select **None** in the Source Document to save a Bin Transfer not linked to Sage 300 documents, such as Take-on balances.
This option overrides the Bin Setup configuration and lets users pick or receive from all bins. It allows users to:

- Pick from a bin which has "Allow Picking From" set to No - Refer to Bin Setup on page 19 for details
- Put away to a bin which has "Allow Receiving Into" set to No
- Do a pick and put away - bin transfer - from any bin

Depending on how the B/T Options have been defined, source transactions may be associated (either automatically during posting, or manually created) with Bin Transfer documents:

**SOURCE TRANSACTIONS**

- None - Use this option to allow users to pick or receive into any bins, whether you are allowed to receive into or pick from.
- O/E Shipments
- O/E Credit Notes
- O/E Debit Notes
- I/C Transfer
- I/C Receipt
- I/C Shipment
- I/C Return
- I/C Adjustment
- I/C Assembly
- I/C Disassembly
I/C Internal Usage
P/O Receipt
P/O Return
RMA PO Return
RMA OE Credit Note

AUTOSIMPLY OPTIONS

- AutoSimply Returns (I/C Adjustment)
- AutoSimply Batch Returns (I/C Adjustment)
- AutoSimply Returns by Product (I/C Adjustments)
- AutoSimply Receipts (I/C Adjustments)
- AutoSimply Batch Receipts (I/C Adjustments)
- AutoSimply Kanban MO Entries (I/C Adjustment)
- AutoSimply Issuances (I/C Adjustment)
- AutoSimply Batch Issuances (I/C Adjustment)
- AutoSimply Issuances by Product (I/C Adjustment)
- AutoSimply MO Backflush (I/C Adjustment)
- AutoSimply KanBan MO Entries (I/C Shipment)
- AutoSimply Issuances (I/C Shipment)
- AutoSimply Batch Issuances (I/C Shipment)
- AutoSimply Issuances by Product (I/C Shipment)
Bin Tracking

- AutoSimply MO Backflush (I/C Shipment)

**Note:** Auto Simply Options will only be shown if the associated module is activated in the current database

**TO ENTER TRANSFERS**

- Double-click the Bin Transfers icon in the Bin Tracking folder.

- Press the Tab key to start a new bin transfer and accept the program-assigned number (or click the New button if you have already entered or looked up a transaction).

- Choose the source document of the bin transfer transaction you are entering and then select the appropriate document. The appropriate item and location information will be displayed.

- If you have configured “pick” documents to “auto pick”, then the suggested bin and associated quantities will be displayed per item. These can be amended.

- If you have not configured “auto pick”, then for “pick” documents, you can click “Auto Pick” to let Bin Tracking suggest the most appropriate bins for the items to be picked from.

- For “put away” type documents, the actual bin and quantity per item must be entered.

- Click Add or Save.
If you have “completed” the document (i.e. all items have been fully picked or put away), but you have not changed the status to “complete”, then Bin Tracking will prompt you to confirm if the document is complete.

When you first start working on a “Pick” or “Put Away” transfer document, you can change the status to reflect what is required:

- Not Ready for Picking
- Ready for Picking/Put Away
- Pick /Put away in progress
- Complete

SELECT ALL TO PICK/PUT AWAY ALL ROWS

Bin Transfers - added 'Select All' button to the serial/lot window to pick/put away all rows.

You can also press space /delete on the quantity column on the main screen to pick all rows or set the quantity to 0.

IF USING SERIAL NUMBERS OR LOT TRACKING

If you have serial (or lot numbers) then pressing F9 on the quantity field brings up a window for the serials / lots.

**Note:** The Bin Transfer documents include non-stock items and non bin-tracked items for reference. Such items don't need to be updated and assigned to a bin when processing the document.
Important!
If you are using "Update O/E Shipment" on the B/T Bin Transfer Document to update amended serial numbers / lot numbers entered on the Bin Transfer Document back to the original source OE Shipment, you must set the O/E Option "Default Create Invoice Option" to "No" (O/E Setup -> O/E Options \ Processing tab)

If "Default Create Invoice Option" is set to "Yes", when the Bin Transfer document updates the OE Shipment, the OE Shipment will automatically be invoiced - irrespective of the selection made on the "Create Invoice" option on the Bin Transfer Document.

After using
- Use the Bin Transfer Form to print the bin transfer.

Optional Fields Tab
If optional fields are assigned to the screen, use the Optional Fields tab to enter optional field information that applies to the entire document.

Optional fields and values appear automatically on this tab if you selected the Auto Insert option for those fields on the B/T Optional Fields setup screen.
If you use identical optional fields in Bin Tracking transactions and Order Entry invoices, the information in the Order Entry fields is sent to Bin Tracking optional field.

**Note:** If an optional field is required but does not have a default value, you must specify a value for the field.

---

**BIN TRANSFER - FIELD LIST**

For details on how to use Bin Transfer, refer to Bin Transfer on page 30

**HEADER:**

<table>
<thead>
<tr>
<th>DOCUMENT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>To add a new Bin Transfer, press the Tab key, click the New button. If you do not want Bin Tracking to assign the order number, type the new number yourself.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the appropriate status for the bin transfer document</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter an optional comment for the bin transfer document</td>
</tr>
</tbody>
</table>

| SOURCE DOCUMENT |
Select the Sage 300 Source Document type for this bin transfer. If this transfer is not associated with a Sage 300 Source document, select None (for example for the take on bin quantities).

**OPEN**

Allows you to open the associated source document

**LAST UPDATED BY**

The user id, date and time this bin transfer document was last updated is displayed.

**CREATE INVOICE**

Select this option if you want Bin Tracking to invoice the OE Shipment when the associated Bin Transfer is completed.

Will only appear if OE Shipment is selected in the Source Document.

**UPDATE O/E SHIPMENT (WILL ONLY APPEAR IF OE SHIPMENT IS SELECTED AS THE SOURCE DOCUMENT)**

If this option is ticked then any changes to the quantities, serials/lots that are made (on the BT transfer screen) will be made on the OE Shipment screen. So if you change the Serial/Lot number on the Bin Transfer and tick the box, the quantity, Serial/Lot number on the OE Shipment will also be changed.
**Important!**
If you are using "Update O/E Shipment" on the B/T Bin Transfer Document to update amended serial numbers / lot numbers entered on the Bin Transfer Document back to the original source OE Shipment, you must set the O/E Option "Default Create Invoice Option" to "No" (O/E Setup -> O/E Options \ Processing tab)

If "Default Create Invoice Option" is set to "Yes", when the Bin Transfer document updates the OE Shipment, the OE Shipment will automatically be invoiced - irrespective of the selection made on the "Create Invoice" option on the Bin Transfer Document.

**UPDATE P/O RECEIPT (WILL ONLY APPEAR IF PO RECEIPT IS SELECTED AS THE SOURCE DOCUMENT)**

If the source document selected is PO Receipt you will have an option to Update P/O Receipt. If this option is ticked then any changes to the quantities, Serial / Lot numbers that are made (on the BT transfer screen) will be made on the PO Receipt screen. So if you change the Item quantities, Serial / Lot number on the Bin Transfer and tick the box, the item quantities, Serial / Lot number on the PO Receipt will also be changed.

**BIN TRANSFER LINE TAB:**

**ACTION**
- Select the required action (Pick, Put away or Pick and Put Away)

**ITEM NUMBER**
Enter or select the required IC Item

**DESCRIPTION**

The IC Item description is displayed

**STOCKING UNIT OF MEASURE**

The stocking unit of measure for this item is displayed

**FROM LOCATION**

For a Pick action, select or type the required pick location code

**FROM BIN**

For a Pick action, select or type the required bin code from where the item will be/was picked (either the full bin code or the bin shortcut code)

**Tip:** If the item is being picked from multiple bins, click on the "From Bin" column header and enter the bins and associated quantities on the list. The Bin Transfer detail line will now show "multiple bins' in the From Bin Column.

**PICKED**

Enter the quantity picked (or to be picked)

**PICKED UNIT OF MEASURE**

The pick unit of measure is displayed

**TO LOCATION**
For a Put Away action, select or type the required put away location code

**TO BIN**

For a Put Away action, select or type the required bin code to where the item will be/was put away (either the full bin code or the bin shortcut code)

**PUT AWAY**

Enter the quantity put away (or to be put away)

If you have serial or lot numbers, then press F9 or click on "Put Away" column header while on the quantity field brings up a screen to enter the serial / lot numbers.

**Tip:**

If the item is being put away in more than one bin, click on the Bin column header and complete the list of bins/quantities. The Bin Transfer details line will share "multiple bins' in the To Bin Column.
PUT AWAY UNIT OF MEASURE

The put away unit of measure is displayed

MANUFACTURER'S ITEM NUMBER

The I/C Manufacturer's Item Number is displayed

IS COMPLETE

Displays the status of the item line

OPTIONAL FIELDS (DETAIL LINE)

If optional fields have been configured for the Bin Transfer detail, enter the optional field values.

OPTIONAL FIELDS TAB

If optional fields have been configured for the Bin Transfer header, enter the optional field values.

SELECT ALL
Select All to Pick/put away all rows

Bin Transfers - added 'Select All' button to the serial/lot window to pick/put away all rows.
You can also press space / delete on the quantity column on the main screen to pick all rows or set the quantity to 0.

BUTTONS AND CONTROLS

AUTO PICK

Click this button for the system to suggest picking bins for items which require picking. See Setup Options - Picking Method for a description on ranking bins for auto picking.

AUTO PUT AWAY

Click this button for the system to suggest put away bins for items which require putting away. Put away quantity will be amended if the quantity on the source document (e.g. PO Receipt) is amended.

See Bin Options - Field List on page 12 for a description on ranking bins for auto put away.

PICK STATUS

Use this screen to view / amend Bin Transfers which are not yet complete
For details on the fields and controls, refer to Pick Status - Field List on page 44

Use this form to review which Bin Transfer Documents are
Not Ready for picking
Ready for picking/put away
Pick/Put away in progress

This form can be filtered

- By turning on and off the 3 options “Not Ready”, “Ready” and “In Progress” at the bottom of the form
- By clicking “Ctrl” on any column, and selecting the required value for the column which was clicked

From this form you can
Drill into the associated Bin Tracking document by double clicking on the Bin Tracking Document number

Drill into the source document by double clicking on the required Source Document number

Change the status of the Bin Transfer document by clicking on the status column, and selecting the required status

Refresh the form by clicking the “Refresh” button. The Form will refresh every 60 seconds while left open.

Print the associated Bin Transfer document by clicking File\Print Bin Transfer Document

**PICK STATUS - FIELD LIST**

For details on how to use this form, refer to Pick Status on page 42

**FIELDS AND CONTROLS**

**DOCUMENT NUMBER**

The bin transfer document number is displayed

**DOCUMENT NUMBER (DRILL DOWN)**

Double click on the Document Number or Click the drill down icon to open the appropriate bin transfer document

**SOURCE DOCUMENT NUMBER**

Double click on the Document Number or Click the drill down document to open the appropriate Sage 300 Source Document (OE Shipment, PO)
<table>
<thead>
<tr>
<th><strong>Receipt, IC Transfer etc)</strong></th>
</tr>
</thead>
</table>

**SOURCE LOCATION**

Shows the location for pick documents

**Tip:** Filter using CTRL-F on this column to see only Bin Transfer Documents in this source location

**DESTINATION LOCATION**

Shows the location for Put Away documents

**Tip:** Filter using CTRL-F on this column to see only Bin Transfer Documents in this destination location

**LAST UPDATED BY**

User id of the last person to modify the Bin Transfer document is displayed

**LAST UPDATED ON**

The date the bin transfer document was last updated is displayed

**LAST UPDATE AT**

The time the bin transfer document was last updated is displayed

**STATUS**

The current bin transfer status is displayed. Double click and select an alternative status if required. The associated bin transfer document will be updated.

**SCREEN CONTROLS**
## REFRESH
Click refresh to update the bin transfer documents displayed. The BT Picking Status screen will be refreshed every 60 seconds (if not clicked).

## NOT READY
Select this option to show bin transfer documents with a status of “Not Ready for Picking/Put Away”

## READY
Select this option to show bin transfer documents with a status of “Ready for Picking/Put Away”

## IN PROGRESS
Select this option to show bin transfer documents with a status of “Pick/Put away in progress”

## CTRL-F To Apply A Filter
Click CTRL-F in any column to apply a filter - and select the filter. For example, to filter only “O/E Shipment” source documents, click CTRL in the “source document” column, and then select the “Source Document = O/E Shipment” source type as shown below.

If a filter is applied to the screen, the filter will be shown along the bottom of the screen.
<table>
<thead>
<tr>
<th>Document Number</th>
<th>Source Document</th>
<th>Source Document</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT0000000000000000000001</td>
<td>O/E Shipment</td>
<td>SH0000000000000000000061</td>
<td>Pick/</td>
</tr>
<tr>
<td>BT0000000000000000000002</td>
<td>I/C Receipt</td>
<td>RCP0000000000000000000007</td>
<td>Pick/</td>
</tr>
<tr>
<td>BT0000000000000000000007</td>
<td>O/E Shipment</td>
<td>SH0000000000000000000061</td>
<td>Read/</td>
</tr>
<tr>
<td>BT0000000000000000000008</td>
<td>O/E Shipment</td>
<td>SH0000000000000000000061</td>
<td>Read/</td>
</tr>
<tr>
<td>BT0000000000000000000009</td>
<td>O/E Shipment</td>
<td>SH0000000000000000000061</td>
<td>Read/</td>
</tr>
<tr>
<td>BT0000000000000000000010</td>
<td>O/E Shipment</td>
<td>SH0000000000000000000061</td>
<td>Read/</td>
</tr>
<tr>
<td>BT0000000000000000000011</td>
<td>O/E Shipment</td>
<td>SH0000000000000000000061</td>
<td>Read/</td>
</tr>
</tbody>
</table>
Bin Tracking Customized Forms

Bin Tracking provides customized versions of the OE Picking Slips and the PO Receipt to include the Bin allocation on the form.

OEOYPICKORDER.rpt to print a picking slip from OE Orders.
OEOYPICKSHIP.RPT to print a picking slip from OE Shipment.
POOYRCP01.rpt to print a PO Receipt form with Bin Allocation.

Forms are installed in the OY68A > ENG folder where Sage 300 is installed. They can be run from that directory or copied to the appropriate customization directory.

Forms can be amended like other Sage 300 forms using Crystal reports.
Bin Tracking Analytical Reports

ITEM AND BIN REPORT - FEATURES

The item and bin report shows the Location/Bin/Item details, and the quantity on hand for each item, bin and location combination.

The report can be filtered by:

- Location range
- Bin Range
- Item Range

The report can be printed on one of the following sort orders:

- By location, bin and item
- By location, item and bin
Bin Tracking

- By Item, location and bin
- By Item, bin and location

The report can print details of Serialized and Lot numbers

For instructions on printing the report, see Item and Bin Report - Printing

**Information printed on the report**

The report includes

- Location code
- Bin code
- Item code
- Unit of measure (if entered) for the item/bin/location combination.
- Quantity on hand (in stocking unit of measure)

**BIN TRANSFER HISTORY REPORT - FEATURES**

The Bin Transfer History report shows the details of Bin Transfer documents for the selection range entered.
The report can be filtered by

- Location range
- Bin Range
- Item Range
- Bin transfer document number range
- Bin transfer date range

The report is sorted by location. Within location, the report can be sorted by:

- Bin and item
- Item and bin

The report can print details of Serialized and Lot numbers

For instructions on printing the report, see Bin Transfer History Report - Printing

**Information printed on the report**

The report includes

- Location code
- Bin code
- Item code
Bin Tracking

- Bin transfer number
- Bin transfer date and time last updated
- Bin transfer source type
- Bin transfer source document
- Source location (for pick type transactions)
- Source quantity (for pick type transactions)
- Destination location (for put away type transactions)
- Destination quantity (for put away type transactions)

**BIN TRANSFER RECONCILIATION REPORT - FEATURES**

The Bin Transfer Reconciliation report shows the details of Bin Transfer documents for the selection range entered, showing the bin transfer quantities and the quantities on the original source document. This report can be printed for only the transfers that variances between the bin transfer quantities and original source document quantities.

For instructions on printing the report, see Printing the Bin Replenishment Report - Printing
The report can be filtered by:

- Location range
- Bin Transfer Range
- Item Range
- Bin transfer document number range
- Bin transfer date range

The report is sorted by location. Within location, the report can be sorted by:

- Bin and item
- Item and bin

The report can print details of Serialized and Lot numbers. The report can be printed to show variance lines only.

Information printed on the report:

- Bin transfer number
- Date
- Source Type
- Location
- Status
- Item No
- Bin No
Bin Tracking

- Quantities
- Source Document
- Source Document Quantity

BIN TOTALS VS LOCATION TOTAL REPORT - FEATURES

The Bin total vs. Location total shows the total quantities per item per bin and per location. You can optionally

- Show all records or only those records where - for each item - the IC Location quantity does not equal the BT Location quantity (total by bin)
- Show only the total of item quantities by bin per location or show the detailed bin numbers and associated item quantities per bin

The report can be filtered by

- Location range
- Item Range

The report is sorted by location an item. Bin and item
For instructions on printing the report, see Bin Totals vs Location Total Report - Printing

**Information printed on the report**

The report includes:

- Location code and name
- Item number and name
- The active flag for the item in the location
- Total IC quantity for the item in the location
- Bin transfer date and time last updated
- Bin code (if showing bin details)
- Bin quantity (if showing bin details)
- Total item bin quantity per location
- Computed variance column showing the difference between the IC Location quantity and the BT Bin quantity per item

**BIN REPLENISHMENT REPORT – FEATURES**

The Bin Replenishment report shows which bins need replenishing. In order to be shown on this report, you need to have entered a “Restocking Level” and...
“Restocking Quantity” for those items you require to track - by bin. See Bin Setup on page 19 for further details on entering restocking levels and restocking quantities for an item in a bin. You can select to either show all items, or only those item/bin combinations which need restocking (i.e. where the quantity on hand per bin is less than the restocking level for that item and bin combination).

The report can be filtered by

- Location range
- Item Range
- Bin Range

The report is sorted by location. Within location, the report can be sorted by:

- Bin and item

For instructions on printing the report, see Bin Replenishment Report - Printing

**Information printed on the report**

The report includes

- Bin code
- Item number and name
The quantity at which the item should be restocked in this bin
The quantity on hand in this bin for this item
The quantity by which this bin should be restocked if required
The quantity to restock this bin/item combination by

**EMPTY BIN REPORT - FEATURES**

The Empty Bin report those bins which are empty.

The report can be filtered by
- Location range
- Bin Range

The report is sorted by location and bin.

For instructions on printing the report, see Empty Bins Report - Printing

Information printed on the report

The report includes
<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bin code and description</td>
</tr>
<tr>
<td>Location code and description</td>
</tr>
<tr>
<td>If the bin is active</td>
</tr>
<tr>
<td>If all items are allowed in a bin or not</td>
</tr>
<tr>
<td>The bin pick order</td>
</tr>
<tr>
<td>Whether or not Receipt type transactions are allowed in this bin</td>
</tr>
<tr>
<td>The bin shortcut code (if entered)</td>
</tr>
</tbody>
</table>
Bin Tracking Physical Inventory

The setup steps are described in the Process Flow below followed by detailed steps.

Bin Tracking Stock Take Procedures .................................................. 60

Bin Count using the IC Stock take worksheet ................................. 60
Bin Count using the BT Stock Take Worksheet ............................... 61

Bin Worksheet Report - Features .................................................... 63

Generate Bin Worksheet .................................................................. 64
Generating a Bin Worksheet ............................................................ 65
BIN TRACKING STOCK TAKE PROCEDURES

There are two ways you can enter the stock count by bin

- The first is by associating the Bin Count to an IC Stocktake worksheet - By posting the IC Inventory Reconciliation, you will adjust the GL by the write ups and write downs.

- The second is by associating the Bin Count to an IC adjustment - and by posting the IC Adjustment you will adjust the GL by the write ups and write downs.

**Tip:** If you want to do a cycle count by bin number, use a Bin Tracking Generate Inventory Worksheet and I/C Adjustments.

Bin Count using the IC Stock take worksheet

- Ensure all open Bin transfers are completed
- Ensure all open Stock receipts are posted
- Ensure all open Sales Shipments are posted
- Run a day end
- Freeze stock processing
Run an IC Generate Inventory Worksheet. This will create an IC Inventory Worksheet and a BT Inventory Worksheet. Select “Item Number” as the “Sort by” on the Generate IC Worksheet option to ensure the IC Worksheet is indexed by item number. This will reduce the update time of the IC Worksheet on completion of the BT quantity count.

- Enter (or scan) the inventory count by bin into the BT Inventory Counts
- Print and check the BT Bin Reconciliation Report
- Post the Bin Reconciliation. The Bin Transfer that is created will adjust the quantities per item per bin per location. The IC Inventory count will be updated with the total per item per location.
- Check the BT Stock count worksheet - if all items have been updated in I/C and Bin Tracking, the BT worksheet will be deleted. If any errors for any items are found then the IC worksheet will not be updated and BT Bin Transfer will not be created. The items with issues on the BT worksheet will be updated with a status of “Pending” or “Insufficient Stock”, and the reason column will be updated with more details as to why the item on the worksheet cannot be posted. The errors must be corrected prior to the worksheet being re-posted.
- Print and check the IC Inventory Reconciliation
- Post the IC Inventory Reconciliation
- Print the Bin Totals vs Location Totals reports, to confirm all items in the stock take are in sync.
- Start stock processing

Bin Count using the BT Stock Take Worksheet

- Ensure all open Bin transfers are completed
- Ensure all open Stock receipts are posted
- Ensure all open Sales Shipments are posted
- Run a day end
- Freeze stock processing
Run a BT Generate Inventory Worksheet. This will create a BT Inventory Worksheet
Enter (or scan) the inventory count by bin into the BT Inventory Counts
Print and check the BT Bin Reconciliation Report
Post the Bin Reconciliation. The Bin Transfer that is created will adjust the quantities per item per bin per location. An IC Adjustment will be created with the total per item per location that needs to either be written up or written down. You will be prompted with a choice on how the stock adjustment is created. If you have run the BT Generate Inventory Worksheet for a selection of bins/items, then select the first option “Adjust I/C quantities with the change in quantity entered in the Bin Worksheet”
If you have run the BT Generate Inventory Worksheet for all bins/items, then the second option “Adjust I/C quantities with the quantity required to make the I/C quantity for this location equal to the adjusted quantity in the Bin Worksheet”

Check the BT Stock count worksheet - if all items have been updated in I/C and Bin Tracking, the BT worksheet will be deleted. If any errors for any items are found then the IC adjustments and BT Bin Transfer will not be
created. The items with issues on the BT worksheet will be updated with a status of "Pending" or "Insufficient Stock", and the reason column will be updated with more details as to why the item on the worksheet cannot be posted. The errors must be corrected prior to the worksheet being re-posted.

- Print and check the IC Adjustment that the previous step created.
- Post the IC Adjustment.
- Print the Bin Totals vs Location Totals reports, to confirm all items in the stock take are in sync.
- Start stock processing

**BIN WORKSHEET REPORT - FEATURES**

The Bin Tracking Inventory Worksheet provides an organized form which you can fill out when taking a physical count of inventory in bins. Use the report to enter total quantities for each item in each bin to prepare for inventory reconciliation.

Information printed on the report

The date on which you generated the worksheet, together with

- Item and item description
- Bin
- If selected, the quantity on hand in the bin/item combination
- A column for the quantity counted to be recorded
- The default UOM of the item/bin combination
- A column for the status to be recorded

The report can print details of Serialized and Lot numbers
For instructions on printing the report, see Bin Worksheet Report - Printing

GENERATE BIN WORKSHEET

Use this form to generate worksheets for item quantities on hand for all bin locations for which you are taking inventory.

For details on the fields, refer to Bin Worksheet - Field List on page 66

You can optionally print worksheets to use for recording your physical inventory counts prior to entering the data in the Physical Inventory Quantities form and posting it to your Bin Tracking system.

You can create inventory worksheets for a range of bin locations, range of items, range of locations and range of picking sequences. You can choose to include:

- Only the items in the specified item/bin/location/picking sequence range that are assigned to the bin(s) for which you are generating worksheets.
- Only the items in the specified item/bin/location/picking sequence range that are assigned to the bin(s) and currently have quantities in the bin(s) for which you are generating worksheets.
If you generate a bin inventory worksheet for a location that already has a worksheet, the program replaces the old worksheet with a new one. The program warns you if there are existing worksheets for locations and lets you choose whether to replace them.

**Warning!** To ensure quantities on Bin Tracking worksheets are current, do not post transactions (receipts, shipments, transfers, adjustments, or assemblies) then run Day End Processing between the time you generate bin inventory worksheets and the time you post the inventory reconciliation.

Before Generating an Inventory Worksheet you should

- Run Day End Processing to update the company’s Inventory Control data if you have posted transactions since the last time you ran Day End Processing. (You should run Day End Processing even if you cost items during posting.)
- Decide on the inventory bins, locations, picking sequences and items for which you want to generate worksheets.

Generating a Bin Worksheet

- Double-click the Generate Bin Inventory Worksheet icon in the B/T Physical Inventory.
- Specify a range of bin locations, range of items, range of locations and range of picking sequences for which you require the worksheet.
- Specify the method by which to select the items to be listed on the worksheet.
- Specify if you want the inventory count to reflect the quantity on hand per item per bin per location, or default to zero
- Click Generate
After Generating an Inventory Worksheet

- If desired, use the Bin Inventory Worksheet form to print inventory worksheets on which to record physical inventory counts.
- Use the Bin Inventory Count form to enter or import physical inventory counts for inventory worksheets.

**BIN WORKSHEET - FIELD LIST**

For an overview, refer to Generate Bin Worksheet on page 64

**FIELDS AND CONTROLS**

**FROM LOCATION / TO**

Enter the location range for which Bin Inventory Worksheets must be generated

**FROM BIN / TO**

Enter the bin number range for which Bin Inventory Worksheets must be generated

**FROM ITEM / TO**

Enter the range of item numbers you want to include on the Bin Inventory worksheets, or use the Finders to select the first and last item number in the range.

**FROM ITEM PICKING SEQUENCE / TO**
Enter the range of Item Picking Sequence whose items you want to include on the Bin Inventory worksheets, or use the Finders to select the first and last in the range.

### FROM BIN PICKING SEQUENCE/TO

Enter the range of Bin Picking Sequence to select items you want to include on the Bin Inventory worksheets, or use the Finders to select the first and last bins in the range.

### INCLUDE

Specify which items you want to include on the worksheets by selecting one of the following options from the Include list:

- **All Items from Bin** - this will include all items that have been placed in the bin that are in the Sort By range.
- **All In Use Items from Bin** - this will only include current items in the bin that are in the Sort By range.

### DEFAULT QUANTITY ON HAND

Specify if you want the inventory count to reflect the quantity on hand per item per bin per location, or default to zero.

### INCLUDE INACTIVE LOCATIONS

Tick if you want to include Inactive Locations when generating a Bin Worksheet.
BIN INVENTORY COUNTS

For details on fields, refer to Bin Inventory Counts - Field List on page 70

When you use either

- I/C Generate Inventory Worksheet to generate worksheets of item quantities on hand for all inventory locations for which you are taking inventory
- B/T Generate Bin Worksheet to generate worksheets of item quantities on hand for all inventory assigned to bins for which you are taking inventory

The associated Bin Tracking Inventory Worksheet will be created.

Use this form to:

- Enter inventory counts after counting inventory. Counts are entered per item per bin.
- Edit inventory worksheets (if needed) in preparation for posting Bin Tracking reconciliations.

You can enter counted quantities (which are all zero on newly generated worksheets). You can delete a worksheet (use the Delete button), and you cannot delete individual lines (use the Delete key).

When the Bin Inventory Worksheet is posted depending on how the BT worksheet was created, the posting will:
Update I/C Worksheet (if BT worksheet was created from the IC worksheet). BT will update the associated I/C worksheet with the total quantity per item per location.

Create I/C adjustment (if BT worksheet was created from the BT Generate Bin Worksheet). BT will create the I/C adjustment with the total variation in quantity per item per location.

In addition when the BT worksheet is posted a bin transfer will be created for any bin movements.

When posting a Bin Tracking Physical Inventory count based on a bin number range (ie the Bin Tracking Physical Inventory worksheet was generated by Bin Tracking, not Inventory Control) you can optionally create the I/C adjustment with

- the change in the quantities in the Bin Tracking Physical Inventory Worksheet - relative to the original Bin Tracking Worksheet quantity.

- the change required to adjust the original I/C Inventory quantity to equal the adjusted Bin Tracking Physical Inventory Worksheet quantity. Note: this option should NOT be selected if all the stock for the relevant items in this location has NOT been counted.

**Note:** I/C supports Serial and Lot tracking amendments via quantity only. So, for example if you have 6 of an item, all assigned to a single lot number, you cannot (via the stock take) amend the item to have 5 assigned to one lot, and one assigned to another lot. You can increase or decrease the quantity (and
assigned lot), but not “change” the lot only. Accordingly, in the Bin Tracking stock take worksheet generated from I/C if you amend the item to have 5 to one lot, and 1 to another - this will be allowed in Bin Tracking but will give an error when posting through to the I/C Stock take.

For details, refer to Post Bin Reconciliation on page 73

**BIN INVENTORY COUNTS - FIELD LIST**

For an overview, refer to Bin Inventory Counts on page 68

**FIELDS AND CONTROLS**

<table>
<thead>
<tr>
<th>BIN</th>
<th>Enter the bin number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM</td>
<td>Enter the Item Number</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>The IC Item description is displayed</td>
</tr>
<tr>
<td>QUANTITY COUNTED</td>
<td>Enter the physical quantity that has been counted. If you enter a quantity for a serialized or lotted item click the Zoom (^) button in the Quantity Counted column. Note:</td>
</tr>
<tr>
<td></td>
<td>o If B/T worksheet is created by IC generate worksheet then the details for Serialized/Lot quantities is entered as a variance.</td>
</tr>
</tbody>
</table>
• If B/T worksheet is created by B/T generate worksheet then the details for Serialized/Lot quantities is entered as a quantity counted.
STOCKING UNIT OF MEASURE

The stocking unit of measure for this item is displayed.

COUNTED BY

Displays the user name.

STATUS

Status can be:

- Insufficient Quantity
- On Hold
- Ready
- Pending (Pending is when it can't update this item because another line with the same item is Insufficient Quantity)

REASON

The reason is used when the status is Insufficient Quantity and can be:

- Lot %p has a variance of %b but there is only %b available.
- Item has a total variance of %b but there is only %b available.
- Item has a variance of %b but there is only %b available.

It basically says which item/lot has the problem and what the problem is.
BIN RECONCILIATION REPORT - PRINTING

How to Print

Choose Bin Reconciliation Report in the B/T Physical Inventory folder.

Parameters for the report:

- **From Location** - Enter beginning code or use the Finder to select beginning code in the range of locations for which you want to print the Bin Worksheet.

- **To Location** - Enter ending code or use the Finder to select ending code in the range of locations for which you want to print the Bin Worksheet.

- **Include Quantity on Hand** - Select Yes to include the quantity on hand on the printed report

- **Include Bins** - Select Yes to include one row per item per bin, and a total row per item per location

For more information on the contents of this report, see Bin Reconciliation Report - Features.

POST BIN RECONCILIATION
For an overview of Stock take procedures, refer to Bin Tracking Stock Take Procedures on page 60

For details on the fields, refer to Post Bin Reconciliation - Field List on page 76

Use this form to post inventory counts that you entered in the B/T Physical Inventory, bin Inventory Counts form.

When you post a Bin reconciliation, Bin Tracking will do the following:

1. Update I/C details

If the Bin Tracking Worksheet was generated by an I/C Inventory Worksheet, Post Reconciliation also updates the associated I/C Inventory worksheet with the sum of the items per bin.

If the Bin Tracking Worksheet was generated by the Generate Bin Worksheet process in Bin Tracking, Post Reconciliation creates an I/C Adjustment with either

- The difference between the original quantity in the Bin Transfer Worksheet and the counted quantity or
- The difference between the original quantity in I/C and the counted quantity

2. Create Bin Transfer Documents

If the I/C worksheet is updated successfully or the I/C Adjustment above are created successfully, Post Bin Reconciliation will create a Bin transfer document to increase/decrease the quantities per item per bin. The Bin Transfer documents will be marked Complete.

3. Delete the BT Inventory Worksheet.
**Important!**
When an IC Adjustment is created on posting a Bin Tracking Worksheet, the description is set to "Created by B/T Stocktake". This is how Bin Tracking knows not to create another bin transfer for this IC Adjustment. If the description is changed in any way, then BT will create another Bin Transfer for the IC Adjustment.

The IC Adjustment Description must not be changed.

**Note:**
Posting Bin Reconciliation only update quantities

I/C supports Serial and Lot tracking amendments via quantity only. So, for example if you have 6 of an item, all assigned to a single lot number, you cannot (via the stock take) amend the item to have 5 assigned to one lot, and one assigned to another lot. You can increase or decrease the quantity (and assigned lot), but not “change” the lot only. Accordingly, in the Bin Tracking stock take worksheet generated from I/C if you amend the item to have 5 to one lot, and 1 to another - this will be allowed in Bin Tracking but will give an error when posting through to the I/C Stock take.

**BEFORE POSTING A BIN RECONCILIATION**

Print the bin reconciliation report

Click the Field List button at the top of this topic for information about fields on the Post Bin Reconciliation form.
**POST BIN RECONCILIATION - FIELD LIST**

For an overview, refer to Post Bin Reconciliation on page 73

**FIELDS AND CONTROLS**

<table>
<thead>
<tr>
<th>FROM LOCATION</th>
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<tbody>
<tr>
<td>Enter beginning code or use the Finder to select beginning code in the range of locations for which you want to post bin reconciliation adjustments.</td>
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<table>
<thead>
<tr>
<th>TO LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter ending code or use the Finder to select ending code in the range of locations for which you want to post bin reconciliation adjustments.</td>
</tr>
</tbody>
</table>

If the B/T Worksheet being posted was created by “B/T Generate Bin Worksheet” you will be prompted

1. Adjust I/C quantities with the change in quantity entered in the Bin Worksheet.

   **Example:** If the Bin quantity was 2 and you adjust to 1, the I/C adjustment would be cost/quantity down by 1

2. Adjust I.C quantities with the quantity required to make the I/C quantity for the location equal to the adjusted quantity in the Bin Worksheet.
**Example:** If the Bin Quantity was 2 and you adjust it to 1 and the I.C quantity was 3, the I/C adjustment would be cost/quantity down by 2.

**Important!** Only choose this option if you have counted all the stock in the location.

I/C ADJUSTMENT DETAILS

You can define the I/C Adjustment Number to be used, or leave I/C Adjustment Number as *** NEW *** to allow I/C to autonumber the I/C Adjustment

Adjustment Date and Posting Date will be used when creating the I/C Adjustments.

The description will be set to “Created by B/T Stock Take” and cannot be overwritten.

Fill in an optional reference.
This will update the bin quantities by posting a Bin Transfer document and an I/C Adjustment.

There are two ways to create the I/C Adjustment:

- Adjust I/C quantities with the change in quantity entered in the Bin Worksheet.
  For example if the Bin quantity was 2, and you adjusted it to 1; the I/C adjustment would be cost/quantity down by 1

- Adjust I/C quantities with the quantity required to make the I/C quantity for this location equal to the adjusted quantity in the Bin Worksheet.
  For example if the Bin quantity was 2 and you adjusted it to 1, and the I/C quantity was 3; the I/C adjustment would be cost/quantity down by 2.

Do not select this option if you have not counted all the stock for the included items in this location.

I/C Adjustment Number: ***NEW***
Adjustment Date: 11/08/2019
Posting Date: 11/08/2019
Description: Created by B/T Stock Take
Reference:

[Post Worksheet dialog box]