

Orchid

Training Guide:



Bin Tracking

Work Smarter with Orchid

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Getting started with Bin Tracking

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.

You can configure Bins and Items in a Bin, define Bin allocation options for a range of Sage 300 transactions in Order Entry, Inventory Control, Purchase Orders, RMA and other modules.

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INSTALLING BIN TRACKING

Installation Steps

Bin Tracking is installed by executing the EXE program downloaded for installation. InstallShield will execute and guide you through the installation steps, including whether to install documentation.

Before you Start

- Download the program installer for the version of Sage 300 you are running (only available in the Partner area of the Orchid website).
- Before installing Bin Tracking, ensure that all users have logged out of Sage 300.

Installing the files

- Log on to the server where Sage 300 is installed as a user with full administrator rights.
- Run the previously downloaded InstallShield for the module.
- If prompted to re-boot, then do so.

Tip:

Programs are installed in the Sage 300 program folder, in the OYXXA subfolder, where OY is the 2-letter code for the Orchid module and XX depends on the Sage 300 version you are running:

Example: OY68A for Bin Tracking version 2021, OY69A for Version 2022, OY72A for Version 2025.

Note: REGACC is run automatically as part of the installation process. If some files are locked during the installation, the re-boot is required to unlock all files and complete the installation.

Important! If you install Sage 300 on each workstation, as well as the server, then you must do the same with Bin Tracking. In this case, repeat the above steps for each workstation.

Activate Bin Tracking

Activate Bin Tracking in Sage 300 Administrative Services > Data Activation.

For details on activating modules, refer to the Sage 300 System Manager online Help (choose the Help menu on the Sage 300 desktop) or review the chapter, *Setting Up Security*, in the *System Manager Administrator Guide*

License Details

To start using Bin Tracking, you need a valid serial number and license file.

If you don't have a valid license for Bin Tracking, you only see the License screen.

Refer to Bin Tracking License Screen on the facing page for details on entering Activation Code.

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

Enter License Details

The installation doesn't require a serial number anymore. You enter the serial number and activation code in the License screen.

Note: This applies to Sage 300 versions 2019 and above. You need a serial number to install an older version.

After you install the software, you need to activate Bin Tracking in one company using Sage 300 Administrative Services > Data Activation.

There are two options to enter the license details:

USE A 30 DAY TRIAL LICENSE FILE

To generate a 30-day trial license file, enter the serial number provided for your module and Save the details.

AFTER PURCHASING A SUBSCRIPTION OR A PERPETUAL LICENSE

If you have purchased the module, enter the serial number and activation code provided by your Sage 300 business partner.

Note: The license applies to all the Sage 300 databases for the same installation. You only need to enter the license details in one company.

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).
5. In Sage 300 / Administrative Services / Data Activation, Activate Bin Tracking
6. Enter serial number and activation code in the Bin Tracking License screen. (as above)

Minimum Requirements

You need to use the same version for the core Sage 300 modules and Bin Tracking. For example, Bin Tracking version 2025 requires Sage 300 System Manager version 2025.

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

License Agreement

BIN TRACKING LICENSE SCREEN

To start using Bin Tracking, you need a valid serial number and license file.

If you don't have a valid license for Bin Tracking, you only see the License screen.

License screen

You use the Bin Tracking license screen to enter serial number and activation code.

When to use:

- After a new installation or an upgrade to a newer version of Sage 300.
- After a subscription renewal, enter the activation code with the new expiry date.
- View the components of the Orchid module you are licensed for.

How to use:

- Enter the license details, click the **Add** button to create the license file.
- Restart the Sage desktop to enable the new license.

Note: If you have multiple Sage 300 databases, you only need to enter the activation code details in one company. When the licence details are entered on the first company, Bin Tracking creates the OYXXA.lic file, which can then be read by all other companies configured on the same server.

30-day Trial License

If you don't have an activation code for Bin Tracking, you can create a 30-day trial license.

In the License screen, enter a serial number for the module, Sage 300 version and edition you are running.

Click the Add button. This create a 30-day trial license.

Tip: If you install a 30-day trial, enter a valid activation code before the trial expiry date to continue using the application.

Subscription Licenses Expiry Date

You can check the subscription expiry date and enter a new activation code after a subscription renewal is processed.

Subscription licenses have an expiry date. To continue using Bin Tracking, you will need to renew the subscription and enter a new Activation code in the module License screen before the expiry date.

Contact your Sage 300 Business Partner for details.

Note: In the four weeks before the expiry date, users receive a warning message when logging into Sage 300 (weekly for the first three weeks and daily in the last week). If you don't renew before the expiry date, the software will become read-only.

Troubleshooting Activation Code

When saving the license information, the following problems may be encountered:

Activation code Invalid – verify the registered company name (displayed during installation) and serial number entered match the details supplied to Orchid Systems when an activation code was requested.

Invalid serial number – the entered serial number is not valid for this product, Sage 300 version and edition.

Important! If the Sage 300 Version or Edition change, a new Serial Number and activation code must be requested from Orchid Systems.

If the company name registered with Sage changes, a new Activation Code must be requested from Orchid Systems.

Refer to detailed troubleshooting tips in [Troubleshooting Activation Code](#),

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.

The license screen displays what components of the Bin Tracking module are included in the activation code.

Steps to setup Bin Tracking

Step 1: Setup Bin Tracking Security. Refer to Bin Tracking Security

Step 2: Setup Bin Tracking Options. Refer to Bin Tracking Options on page 9

Step 3: Setup Bins. For details, refer to Bin Setup on page 15

Step 4: Setup Optional fields if required. Bin Setup - Optional Fields on page 21

Step 5: Enter or import the opening Bin Transfer Quantities. Take On Opening Bin Transfer Quantities on the next page

Tip: Import templates are available in the Shared Data / Import Templates directory when you install Bin Tracking.

For details, refer to the following topics:

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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.

Tip: For more information about security authorization, see [Administrative Services Security](#) in the Sage 300 System Manager help.

TAKE ON OPENING BIN TRANSFER QUANTITIES

The way you take on your Opening Stock Balances for Bin Tracking depends if you are taking on IC Opening Stock Balances at the same time or not.

Taking on Opening Stock Balances in Bin Tracking and I/C at the same time :

- Determine what I/C and P/O Transactions you will use to take on the I/C Opening Stock Balances
- Configure Bin Tracking (BT Setup -> Options \ Pick Method Tab) such that the "Create Bin Transfer" is set to "During Posting" for IC Receipts / IC Adjustments / PO Receipts (based on the IC / PO Transaction you are going to use to take on the IC Opening Stock Balances)
- Enter the associated bins on the Bin Transfer document that is created linked to you IC/PO source document.

Taking on Opening Stock Balances in Bin Tracking when the stock is already accounted for in IC

This can be done in one of two ways:

Option 1: Running an I/C Generate WorkSheet

1. Running an I/C Generate worksheet,
2. Enter the bins/quantities per item into the B/T Worksheet. The quickest way to achieve this is to
 - a. Export the B/T worksheet
 - b. Add the bin numbers to the item/quantity lines in the Excel Worksheet

- c. Import the B/T worksheet (this will insert new rows for the item/bin combinations)
- d. Make the item quantities zero on the lines which have no bin numbers
3. Post the Bin Count – to create a B/T Transfer for the put-aways and update the I/C Worksheet
4. Delete the B/T worksheet
5. Delete the I/C worksheet, unless you want to write off/up item quantities in I/C based on the bin count.

Option 2 - Create Bin Transfer Documents

Create a manual Bin Transfer document and add rows for each item/bin combination you have

1. Document Type = None - it is not associated with a source document
2. Use a put away action for each item/bin/quantity combination
3. Complete the Bin Transfer document.

Tip:

You can import the Bin Transfer documents .

Refer to the Sage300\SharedData\Imports directory for import template layouts. There are import templates for Bin Transfer Documents which has no serials or lots, has serials, has lots and has both serials and lots.

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 Item rules

Picking Method Tab

Use the Picking Method Tab to specify the various picking and put-away methods you can define per Inventory Control stock movement.

You can also configure whether to Warn/Don't warn the user during posting if there is insufficient stock.

Processing tab

Use the Processing Tab to configure options used when creating and using Bin Transfer documents.

- Choose the prefixes and next numbers to assign when you create a bin tracking document.
- These numbers include a prefix (up to 6 letters) followed by a sequence number.
- The prefix you assign must be unique
- You can change these prefixes and next numbers at any time
- Restrict the length of the number to be assigned to Bin Transfer documents. You can use a maximum length of 24 characters, including prefixes.

Items Tab

Define the rules whether all items are to be bin tracked and/or which items are to be excluded from bin tracking.

Field List

For detailed description of fields and controls, view Bin Options - Field List on the facing page.

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

1. Click each tab to work in this form.
2. Click Save to keep any changes you make.
3. Click Close to leave the form without changing any information.

Updates Tab

NOTIFY ME WHEN THERE ARE NEW UPDATES IN BIN TRACKING

Users can now "subscribe" to notifications of updates.

By Default, this option is not selected for end-user serial numbers

The check is stored in the registry and it applies to this Windows user on this computer.

If selected, when starting Sage it will check if there are product updates available for Bin Tracking

If there is a new update, and the user hasn't previously been notified of it, then the Options screen will open automatically on the Updates tab and display details of the new updates.

Tip: The "administrator" or "super user" or "owner" of Sage 300 should have this option turned on. All other users should have it turned off.

CHECK FOR UPDATES AND SUPPORT REQUESTS

You can use "Check for Updates" button to view the list of new features and fixes.

To facilitate support, please include the Version and Product Updates you are running when reporting any issues.

Updates are available to be downloaded from the partner area of the [Orchid website Product downloads](#).

BIN OPTIONS - FIELD LIST

For details on how to use Bin Options, refer to Bin Tracking Options on page 9

Picking Method Tab

PROGRAM

This column shows the Sage 300 Transactions enabled for Bin Tracking.

Note: The configuration row for the O/E Order Entry screen only applies to when you create an OE Shipment from this screen. The Bin Transfer document is only created when you create an OE Shipment (either from the O/E Order Entry screen or O/E Shipment Entry screen), as the bins are only assigned to a document when the movement in/out of the location is posted.

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

Bin Tracking

For "pick" type documents (OE Shipment, I/C Transfer, I/C 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 two 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, I/C Disassembly, I/C 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, I/C Disassembly, I/C 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

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

Examples:

With "Only if binned" option, if all items in the transaction are not bin tracked - Bin Transfer screen won't pop up.

If a transaction includes bin tracked and not bin tracked items, the screen will popup.

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 Warn to Warn or Don't 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 alphanumeric 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 program.

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 when processing Bin Transfer documents

Show all bins - This shows all bin codes and is generally faster.

Only show bins available for the item: The finder will show the bins and follows the Bin Tracking rules. It only shows the bins where the item is available, and also displays quantities for the item in all available bins.

Note:

This may be slow in sites with many items and many bins.

In many cases, it is recommended to use an auto-pick method to allocate the bins based on the preferred pick method.

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

Use the Item Tab to configure items that are not bin tracked.

Note: Even when the Item is not bin tracked, it is still recorded on the Bin Transfer details. The bin is set to "Item is not Bin Tracked".

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 to create the required bin numbers per location.

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.

For details on fields and controls, Bin Setup - Screen Guide and Field List on page 18

This form lets you:

Bin Tracking

- 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).

Item Details per bin

For each bin created per location, you can :

- 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.

DETAILS YOU CAN DEFINE PER ITEM IN A BIN

- whether you “allow” or “do not allow” this item in this bin.
- The picking sequence is displayed from I/C 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

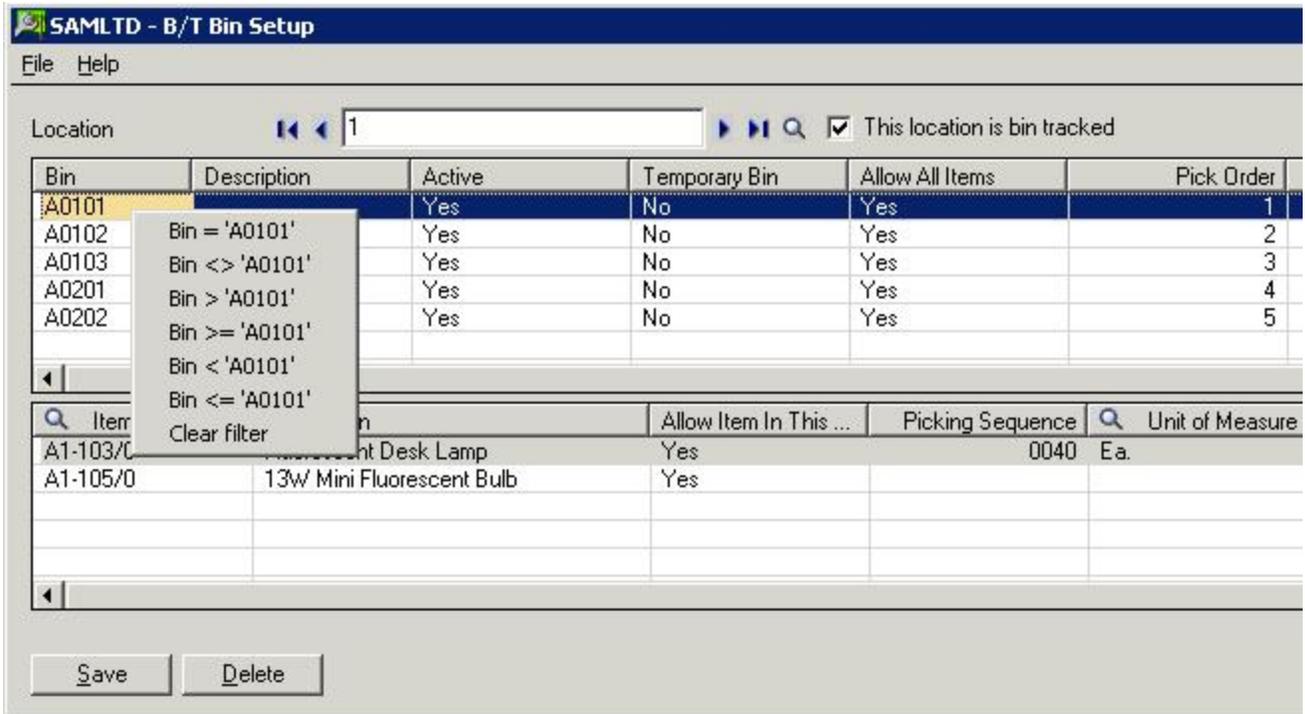
Tip:

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:

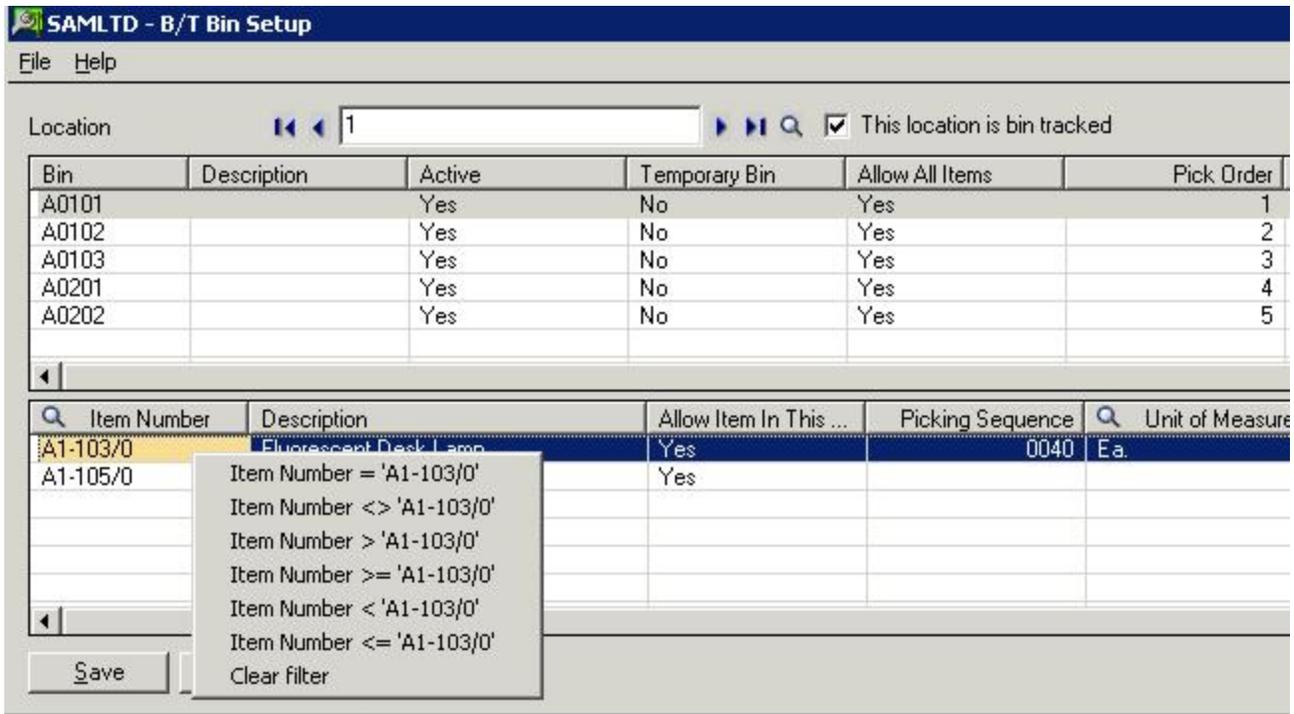
- Pick from a bin which has "Allow Picking From" set to No - Refer to Bin Setup on page 15 for details
- Put away to a bin which has "Allow Receiving Into" set to No
- Do a pick and put away - bin transfer - from any bin

Filtering records in the grids

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 on page 15.

FIELDS AND CONTROLS

LOCATION

Enter a location to setup bins

THIS LOCATION IS BIN TRACKED

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 **Temporary Bins can be made inactive by using the Periodic Processing Task.**

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 I/C 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 I/C 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 I/C 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 start

- Create Optional Fields in Common Services.
- Use the Bin Tracking Optional Fields screen to assign them to Bin Tracking transactions and records.

Where to add Optional Fields in Bin Tracking

- 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.

Example: If you add the same optional field on the OE Shipment Header and the BT Bin Transfer Header, the optional field value will be copied from the OE Shipment Header to the Bin Transfer Header when the OE Shipment is posted.

Note:

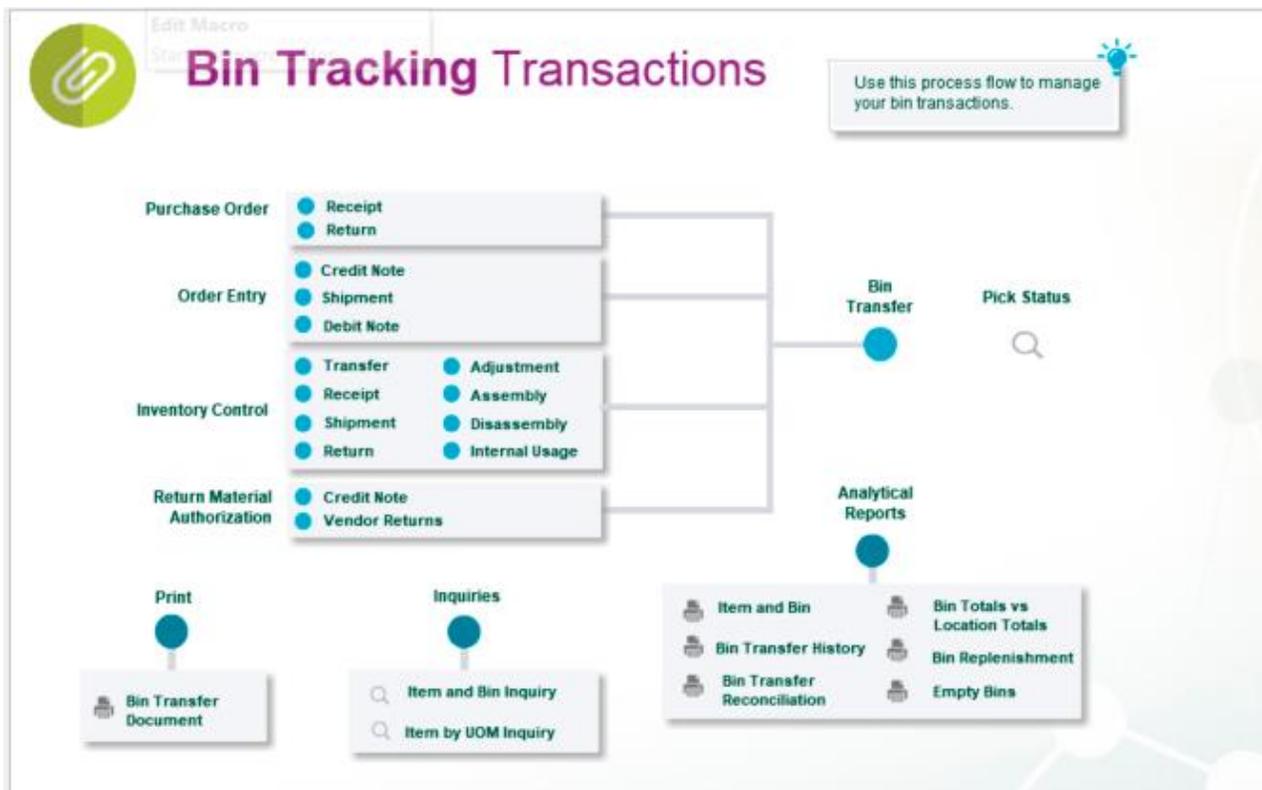
When you run a Data Integrity Check in Bin Tracking, if an Optional field on Bin Tracking Documents (Header or Detail) is set to "Required", all documents are checked, including historical documents, as Bin Tracking doesn't know when the optional field was made required.

If you add a Required Optional field to the Bin Transaction documents (header or detail) after documents have been created, you may get data integrity errors for all documents created before the Optional Field was made Required. You can ignore such Data Integrity errors for transactions created before the optional field.

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 Visual Process Flow (VPF) below followed by detailed steps. To assign VPF, see Assigning Visual Process Flows on page 7



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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 27

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 15 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)
- 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

1. Double-click the Bin Transfers icon in the Bin Tracking folder.
2. 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).
3. 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.
4. 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.
5. 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.
6. For "put away" type documents, the actual bin and quantity per item must be entered.
7. Click Add or Save.
8. 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.
9. 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.

Tip:

If you select "Only show bins available for the item" for "Bin Finder" in BT Setup -> Options > Processing tab, then when you

- Click on the Bin Finder for an item detail row on the Bin Transfer document
- Then click on the Bin Finder in the Quantities pop up
- The finder will show the quantities for that item in all available bins

Refer to Bin Options - Field List on page 11 for details

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 23**

HEADER:

DOCUMENT NUMBER

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.

STATUS

Select the appropriate status for the bin transfer document

COMMENT

Enter an optional comment for the bin transfer document

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)

Tip:

If you want to quickly select put away, without having to use the dropdown, you can press a keyboard shortcut instead.

P = Pick

A = Put Away

B = Both Pick and Put Away

ITEM NUMBER

Enter or select the required I/C Item

DESCRIPTION

The I/C 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  in the "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 11 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 the next page

Use this form to review which Bin Transfer Documents are

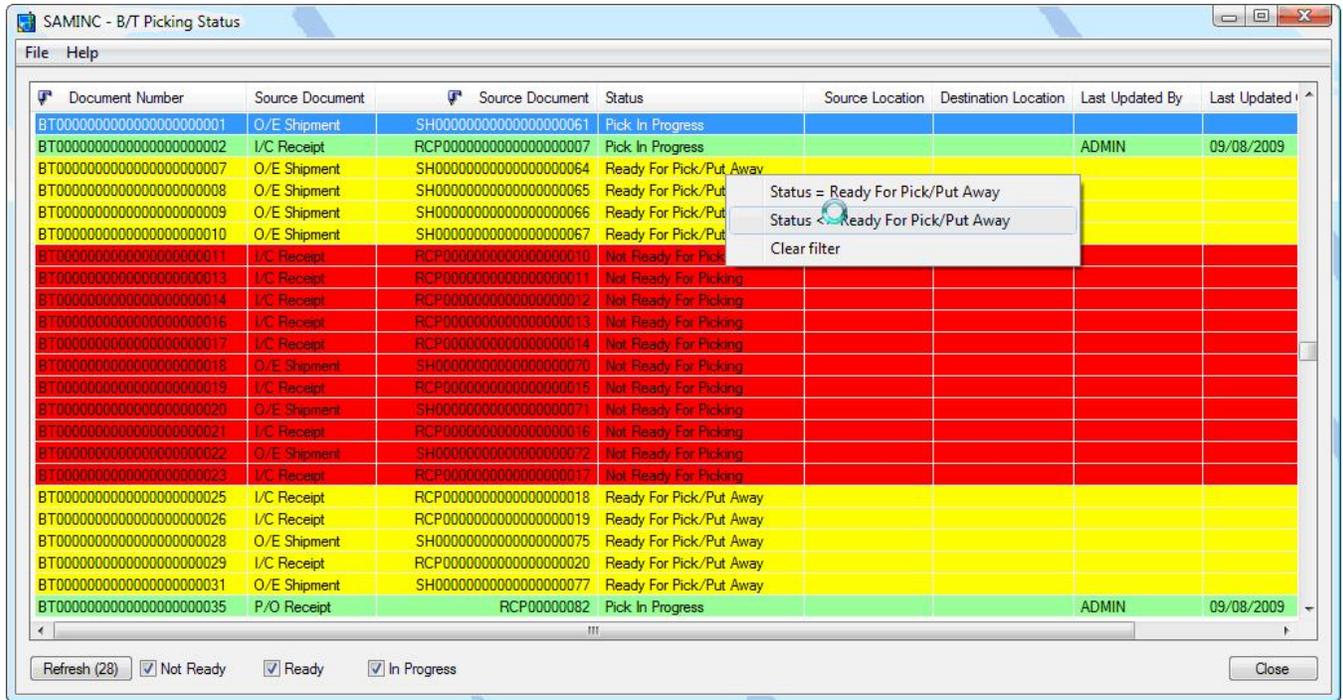
- Not Ready for picking
- Ready for picking/put away
- Pick/Put away in progress

View/Amend Bin Transfer documents

- 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
- Print the associated Bin Transfer document by clicking File > Print Bin Transfer Document

Filter documents on the screen

- 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



Refresh screen

Refresh the form by clicking the "Refresh" button.

The Form will refresh every 60 seconds while left open.

Tip: Use File > Auto Refresh Every minute to toggle the Auto-Refresh on and off.

PICK STATUS - FIELD LIST

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

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 Receipt, I/C Transfer etc)

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.

Document Number	Source Document	Source Document	Status
BT000000000000000000000001	O/E Shipment	SH00000000000000000000061	Pick/f
BT000000000000000000000002	I/C Receipt	RCP00000000000000000000007	Pick/f
BT000000000000000000000007	O/E Shipment	SH00000000000000000000064	Ready
BT000000000000000000000008	O		Ready
BT000000000000000000000009	O		Ready
BT000000000000000000000010	O		Ready
BT000000000000000000000011	N		R

Source Document = O/E Shipment

Source Document <> O/E Shipment

Clear filter

Item and Bin Inquiry

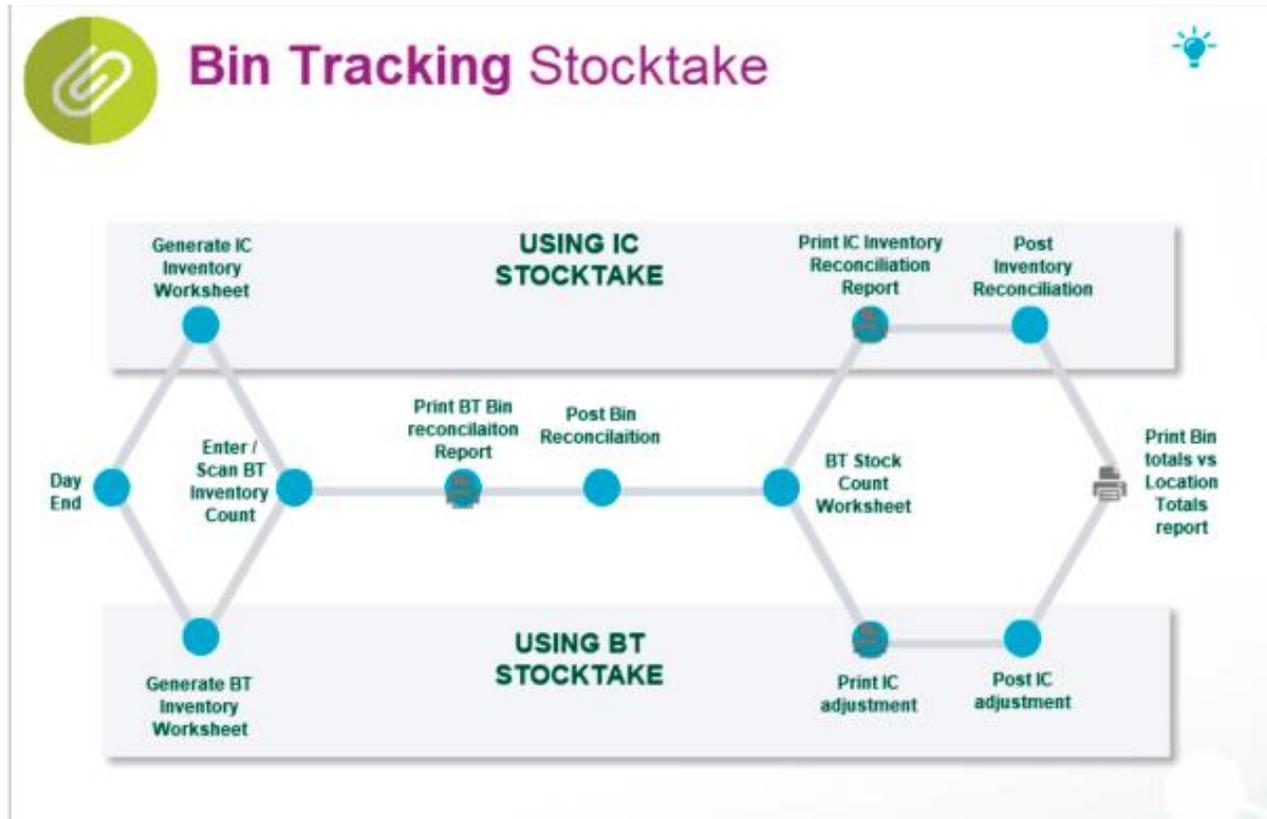
This form lets you:

- View selected location, bin and item details.
- Details available per item per location / bin : I/C Location quantity, B/T location/bin quantity and a "yes/no" indicator if these are not in balance .
- You can filter by either entering the from/to Location, Bin and item details above the grid or
- You can filter by clicking "CTRL" on the required column and selecting the required filter
- Print your current filtered list by clicking File > Print

For details, refer to Item and Bin Inquiry - Field List

Bin Tracking Physical Inventory

The setup steps are described in the Visual Process Flow (VPF) below followed by detailed steps. To assign VPF, see Assigning Visual Process Flows on page 7



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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 I/C Stocktake worksheet - By posting the I/C Inventory Reconciliation, you will adjust the GL by the write ups and write downs.
- The second is by associating the Bin Count to an I/C adjustment – and by posting the I/C 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 I/C Stock take worksheet

1. Ensure all open Bin transfers are completed
2. Ensure all open Stock receipts are posted
3. Ensure all open Sales Shipments are posted
4. Run a day end
5. Freeze stock processing
6. Run an I/C Generate Inventory Worksheet. This will create an I/C Inventory Worksheet and a BT Inventory Worksheet. Select "Item Number" as the "Sort by" on the Generate I/C Worksheet option to ensure the I/C Worksheet is indexed by item number. This will reduce the update time of the I/C Worksheet on completion of the BT quantity count.
7. Enter (or scan) the inventory count by bin into the BT Inventory Counts
8. Print and check the BT Bin Reconciliation Report
9. Post the Bin Reconciliation. The Bin Transfer that is created will adjust the quantities per item per bin per location. The I/C Inventory count will be updated with the total per item per location.
10. 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 I/C 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.
11. Print and check the I/C Inventory Reconciliation
12. Post the I/C Inventory Reconciliation
13. Print the Bin Totals vs Location Totals reports, to confirm all items in the stock take are in sync.
14. Start stock processing

Bin Count using the BT Stock Take Worksheet

1. Ensure all open Bin transfers are completed
2. Ensure all open Stock receipts are posted
3. Ensure all open Sales Shipments are posted
4. Run a day end
5. Freeze stock processing
6. Run a BT Generate Inventory Worksheet. This will create a BT Inventory Worksheet
7. Enter (or scan) the inventory count by bin into the BT Inventory Counts
8. Print and check the BT Bin Reconciliation Report
9. Post the Bin Reconciliation. The Bin Transfer that is created will adjust the quantities per item per bin per location. An I/C 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
 - a. If you have run the BT Generate Inventory Worksheet **for a selection of bin-items**, then select the first option "Adjust I/C quantities with the change in quantity entered in the Bin Worksheet"
 - b. 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"

Post Worksheet

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:

Cancel Post

10. 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 I/C 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.

11. Print and check the I/C Adjustment that the previous step created.
12. Post the I/C Adjustment.
13. Print the Bin Totals vs Location Totals reports, to confirm all items in the stock take are in sync.
14. 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 40

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 the 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

1. Double-click the Generate Bin Inventory Worksheet icon in the B/T Physical Inventory.
2. Specify a range of bin locations, range of items, range of locations and range of picking sequences for which you require the worksheet.
3. Specify the method by which to select the items to be listed on the worksheet.
4. Specify if you want the inventory count to reflect the quantity on hand per item per bin per location, or default to zero
5. 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 38

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 the next page

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 I/C 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 45

BIN INVENTORY COUNTS - FIELD LIST

For an overview, refer to Bin Inventory Counts on the previous page

FIELDS AND CONTROLS

BIN

Enter the bin number

ITEM

Enter the Item Number

DESCRIPTION

The I/C Item description is displayed

QUANTITY COUNTED

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:

- If B/T worksheet is created by I/C generate worksheet then the details for Serialized/Lot quantities is entered as a variance.

Serial/Lot Numbers Allocation	
Serials Lots	
Action	Serial Number
Remove from Bin	SN-1014

Serial/Lot Numbers Allocation			
Serials Lots			
Lot Number	Variance	Variance (Stocking UOM)	
LT-1008	-1	-1	

- If B/T worksheet is created by B/T generate worksheet then the details for Serialized/Lot quantities is entered as a quantity counted.

Serial/Lot Numbers Allocation	
Serials Lots	
Serial Number	
SN-1008	
SN-1009	
SN-1010	
SN-1011	
SN-1012	
SN-1013	

Serial/Lot Numbers Allocation			
Serials Lots			
Lot Number	Quantity Counted	Quantity Counted (Stocking...	
LT-1008	6	6	

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 - FEATURES

The Bin Reconciliation report lets you compare actual physical inventory totals with the totals in your Bin Tracking system.

The report identifies discrepancies between item quantities and shows what will be posted by the Post Bin Reconciliation form.

Information printed on the report

- The ranges of location sets selected when you generated the Inventory Worksheet.
- The quantities on hand, calculated by Bin Tracking from the transactions posted for each item.
- The physical count (quantity counted) you entered in the Bin Counts form for each item and bin
- The variance, if any, between quantity on hand as calculated by Bin Tracking Control and the counted quantity you entered.

The Include Bin's version of the report includes a single line for each item and bin combination.

For instructions on printing the report, see [Printing the Bin Reconciliation Report - Printing](#) .

POST BIN RECONCILIATION

For an overview of Stock take procedures, refer to Bin Tracking Stock Take Procedures on page 35

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

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 I/C 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 I/C Adjustment. If the description is changed in any way, then BT will create another Bin Transfer for the I/C Adjustment.

The I/C 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 the previous page

FIELDS AND CONTROLS**FROM LOCATION**

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.

TO LOCATION

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.

Creating I/C Adjustment options

If the B/T Worksheet being posted was created by "B/T Generate Bin Worksheet" you will be prompted to select an option to create the I/C Adjustment:

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 following details to be used when creating the I/C Adjustment :

- 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
- Optionally, enter a reference

Note: The description will be set to "Created by B/T Stock Take" and cannot be overwritten.

Post Worksheet

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:

Adjustment Date: Posting Date:

Description:

Reference:

Bin Options Setup Report - Printing

How to Print

1. Choose Bin Options Setup Report in the B/T Setup Reports folder.
2. The report file last used appears by default. The report OYSETOPT.RPT is used.

For more information on the contents of this report, see [Item Bin Options Setup Report - Features](#) below.

BIN SETUP REPORT - FEATURES

The Bin Setup report lists bins created per location, together with the setup options per bin.

The report can be filtered by

- Location range
- Bin Range

For instructions on printing the report, see [Bin Setup Report - Printing](#)

Information printed on the report

- Location code and name
- Bin code and description
- Whether or not the bin is flagged as being active
- Whether or not all items are allowed in the bin, or only specific items
- The pick order of the bin
- Whether or not receipt type transactions are allowed in that bin
- The bin shortcut code – if entered.

BIN OPTIONS SETUP REPORT - FEATURES

The Options report lists the selected options and other information you entered in the Options form to specify how your Bin tracking system operates.

For instructions on printing the report, see [Bin Options Setup Report - Printing](#) on the previous page

Information printed on the report

- Picking Method Options.
- Document Number Options.
- Item rules

Bin Tracking Customized Forms

Bin Tracking provides customized versions of the Sage 300 O/E, P/O and I/C forms to include the Bin allocation. Customized Forms can be amended like other Sage 300 forms using Crystal Reports.

Note:

Customized Forms with Bin Tracking details are installed in the OYxxA \ ENG folder where Sage 300 is installed. (e.g. OY72A\ENG for version 2025).

Users can browse to the OYxxA \ ENG folder to select the custom report or copy them to the appropriate customization directory.

FOR USE IN O/E ORDER ENTRY

OEOPYCKSHIP.RPT to print a picking slip from OE Shipment.

OEOPYCKORDER.rpt to print a picking slip from OE Orders.

Note: The OE Order form shows the "theoretical" allocation of bins -> i.e. if a shipment was created right now. But this theoretical allocation of bins cannot take into consideration other outstanding orders -> as the true allocation of the bins only happens when the OE Shipment is created.

Note: Forms now include suggested bins for Kit components as well as regular Items.

FOR USE IN P/O PURCHASE ORDER

POOYRCP01.rpt to print a PO Receipt form with Bin Allocation.

FOR USE IN I/C STOCK CONTROL REPORT

ICOYTRNS.rpt to print I/C Transfer Slip report (use I/C Stock Control Report > Transfer Slips) in I/C and select the report.

To use this report, you need to copy it from the OYxxA \ ENG to the ICxxA \ ENG folder (e.g. OY72A\ENG to IC72A\ENG for version 2025).

Bin Transfer Document - Features

Bin Transfers show the number of items that are required to be picked or put away per bin.

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

Information printed on the report

The sample Bin Transfer document list all the items on a bin transfer document, together with the item quantities and bins associated with each of the bin transfer lines.

The report can print details of Serialized and Lot numbers

Deactivate Empty Bins

When to use

Use this option to Deactivate Empty Bins.

Inactive bins no longer appear in Finders and transactions with current data. They will still appear on historic reports where appropriate.

Tip:

It is not recommended to delete old bins - if they have been used at all.

We recommend that you rather use "Deactivate Empty Bins". This will make all empty bins inactive. They can't be used for current transactions, but still appear on reports.

How to use

Select "Deactivate Empty Bins" in the Periodic Processing Menu.

You can select a from and to location range, and a from and to bin range.

Furthermore you can select if you only want to include Temporary Bins, or all bins. This option will make all bins in the current from and to location and bin range which are empty inactive.

An empty bin is where quantity on hand for all items in the bin is zero.

Bin Tracking Analytical Reports

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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
- 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 on the next page

Information printed on the report

The report includes

Bin Tracking

- 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)

ITEM AND BIN REPORT - PRINTING

How to Print

1. Choose Item and Bin Report in the B/T Analytical Reports folder.
2. The report file last used appears by default. For the sample bin transfer document, select OYBINITEM.RPT

For more information on the contents of this report, see Item and Bin Report - Features on the previous page.

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 I/C 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 I/C 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 I/C Location quantity and the BT Bin quantity per item

BIN TRANSFER RECONCILIATION REPORT - FEATURES

The Bin Transfer Reconciliation report shows the details of Bin Transfer documents for the selection range entered (1) .

The report includes the bin transfer quantities and the quantities on the original source document (in I/C, O/E and P/O). You can select how to sort the details (2).

This report can be printed to show only the lines that have variances between the bin transfer quantities and the original source document quantities (3).

For instructions on printing the report, see Printing the Bin Transfer reconciliation Report - Printing on page 55

1

2

3

The report can be filtered by:

- Location range
- Item Range
- Bin Transfer Range
- Bin transfer document number range
- Source Document number range
- Bin transfer date range
- Transaction Type
- Bin Transfer Status

Sort Options

The report is sorted by I/C Locations. Within each location, you can choose to sort by:

- Item No
- Bin Transfer number
- Source Document number

Options

Select **Include Lots** or **Include Serials** to print details of Serialized and Lot numbers on the report.

Select **Show Quantity Variance Lines Only** to include only lines that have a variance between the bin transfer quantities and the original source document quantities.

Information printed on the report

When the source documents in I/C History (ICHIST) don't have a matching document in Bin Tracking, the row is in Red in the report.

- Bin transfer number
- Date
- Source Type
- Location
- Status
- Item No
- Bin No
- Bin Transfer Quantity
- Source Document
- Source Document Quantity

BIN TRANSFER RECONCILIATION REPORT - PRINTING

For more information on the contents of this report, see Bin Transfer Reconciliation Report - Features on page 53.

How to Print

1. Choose Bin Transfer Reconciliation Report in the B/T Analytical Reports folder.
2. The report file last used appears by default. For the sample bin transfer document, select OYBINREC.RPT
3. Select the criteria to run the report and choose print.
4. Accept the message: IC Day End Processing has to be run prior to running the report, otherwise it might not show the complete comparison.

B/T Analytical Reports (Bin Transfer Reconciliation)

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Item and Bin Bin Transfer History Transfer History by Location **1** Bin Transfer Reconciliation Bin Totals vs Location Totals Bin Replenishment Empty Bins

Note: The report should be faster as the OYBINREC.rpt report now uses a temp table. In prior versions, the report used a SQL Command that may cause errors in some ODBC or SQL Server versions.

Tip: If you have customized the report, you can look at the new report and redo the customizations based on the new report table structure.

Tip: If you get a Crystal Error when printing the report, go to B/T Options > Updates Tab and check that you are running the latest product update before contacting support.

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 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 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 15 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).

Bin Tracking

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

- Bin code and description
- Location code and description
- If the bin is active
- If all items are allowed in a bin or not
- The bin pick order
- Whether or not Receipt type transactions are allowed in this bin
- The bin shortcut code (if entered)

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