




Create a Stock Bin

Stock bins are the central repository of materials for your administrative unit. A two-step process is required to create a stock bin in your warehouse.

To create a stock bin, watch this video or follow the steps below:

The first step is to receive materials for the new stock bin:

- Open the **Material Management** window.
- In the **Class Code** pane, right-click the **Material Class Code** for which a stock bin is to be created and select **Receive This Material**. A transaction record is created in the **Transactions** pane.
- In the new transaction record in the **Transaction** pane, click in the **Full Amount** column and enter the amount of material that was received.
- Check the unit shown in the **Measurement Unit** column.
 - If it is correct, proceed to the next step.
 - If the unit is incorrect, click the down arrow and select the appropriate unit from the drop-down list. The unit that is first displayed is the default unit. If a conversion routine is provided in the System & Setup Units window, the unit you select will be internally converted to the default unit. If a conversion routine is not specified, an error will result.
- Tab to the **Ext PO ID** column and enter the Purchase Order number under which the material was purchased.
- Tab to the **Ext PO Line ID** column and enter the line number of the Purchase Order that corresponds to the material.
- In the **Accepted** column, click the check box. This also automatically selects the check box in the **Fulfilled** column.
- Click . The stock bin now exists in your warehouse. The next step is to configure what the full amount is for this stock bin and when re-ordering should occur.
- Open the **Material Inventory** window.
- Locate the new stock bin and in the record showing the new stock bin, click in the **Stock Name** column and enter a name for the stock bin.
- Tab to the **Full Capacity** column and enter the value for what constitutes a full bin.
- Click . Full amounts shown here are not the same as the full amounts shown in the Material Management window.
- Tab to the **Threshold to Purchase** column and enter the value at which re-ordering should occur - the value is expressed as a decimal percentage of the full amount.
- Click . If the Full Capacity column shows zero and the Current Amount column also shows zero, the stock bin will not be displayed in the Material Management window.