

# Webinar - Inventory Locations & Bins

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## Webinar Topics & Notes:

### Locations

- Locations are used to separate inventory into physical or logical buckets
- There is always an HQ, this should be set to your primary Location as it is the default Location used on Inventory Transactions.
  - You can change the name of the HQ but it should not be deactivated
- A Location can be made Unavailable. The inventory is On Hand but not available for sale

### Bins

- Within each Location you can have one or more Bins
- Like locations, a bin can be made Unavailable. This is good for Returns
- Naming Bins -
  - Bins as #'s. Sorting Bins is alphanumeric so 2 would come after 11 because the alphanumeric value of 2 is greater than 11. Now see what happens when you put 02
  - A bin name can be up to 50 characters and can include a combination of information for example Row (Letter) & Aisle a number
- A Bin name cannot be duplicated in the same Location but it can in a different Location
- Default Bin on Item. Showing what happens in a Transaction
- Make Bins inactive, they can't be deleted when they are in use

### Transferring Inventory Between Locations

- To and from Location
- To and from Bin
- In Transit into Location

## Moving Bins

- Changing the default Bin on an Item does not move Inventory
- Item by Item moves
- Whole Bin moves
- Creating an Adjustment

## Transfer from a Sales Order

- Preferences and whether it is on Consignment or not.

## Reporting

- Inventory Movement Details Report shows the Inventory movement by Item.

## Helpful Resources

- Adding a New Location: [Locations](#)
- Complete a New Location Transfer: [New Location Transfer](#)
- Create a New Bin Move: [New Bin Move](#)
- Warehouse KB Articles: [Warehousing](#)
- Apple App for scanning: [Order Time Mobile](#)
- Creating Label Templates: [Create Label Templates](#)
  - Remember to click Print Labels from the Location of the Bins you're looking f.