



Binned Assets

Thank you for using GigaTrak Software! This document explains Binned Assets of the Asset Tracking System.

Binned Assets are small items that would not be individually bar coded, such as cords, mice, keyboards, Flash Drives, etc. They would be located in a common bin/area/shelf with a single barcode that represents the whole lot of them. Binned items can be Consumable (they are not expected to be returned; Kleenex boxes) or Non-Consumable (they are expected to be returned; HDMI Cords).

When Binned Items are checked out, the user will be prompted to Enter the quantity being checked out. Binned items, whether Consumable or not, have a Reorder Point. This is the minimum quantity that you want to keep in inventory. When the Storage Bin Quantity reaches the Reorder Point, the item will appear on the "Bin Assets Below Reorder Point" report.

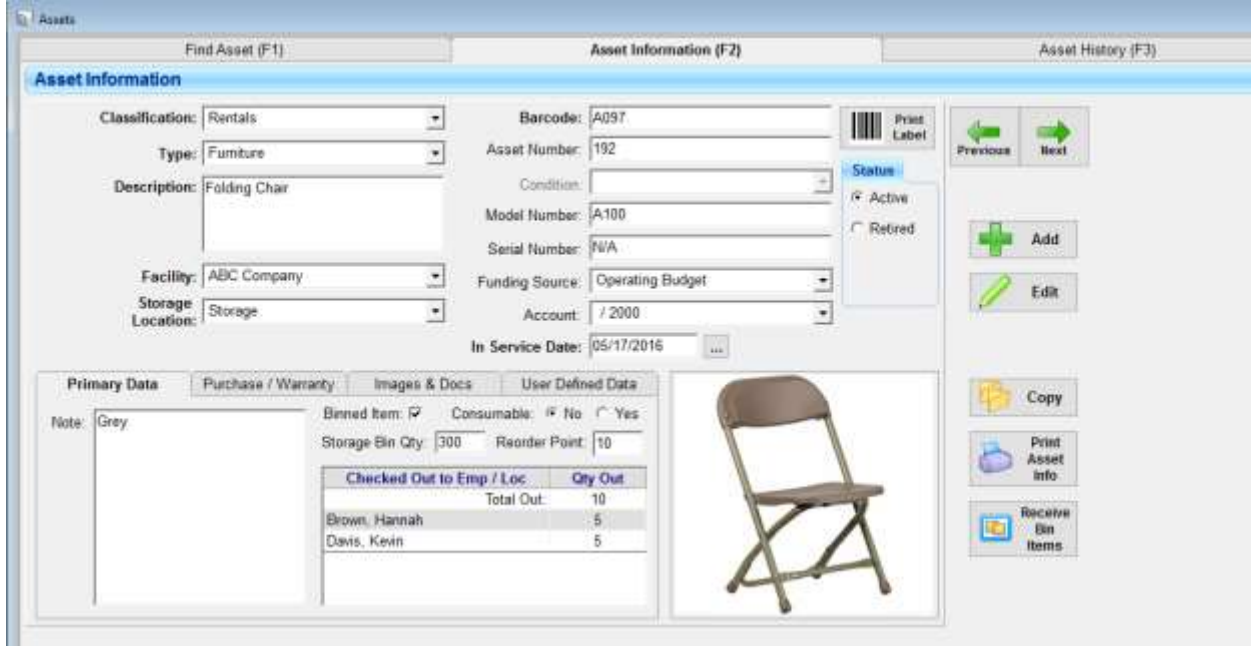
Binned Assets (whether Consumable or Non-Consumable) items *must be selected at the time the asset is entered via the Add button*. Binned Assets are entered exactly like all other assets. Start by pressing “Add” on the F2 screen of the Assets icon and using the drop-down menus to fill out the information about the Binned Item (bolded fields required). However, before pressing Save, you **MUST** check the box marked “Binned Items” and whether the item is Consumable or Not before saving. Due to the different methods that bin and consumable data is tracked in the system, **the Bin selection cannot be changed with the Edit function**. If you forget to mark the “Binned Item” box under the Primary Data tab when adding in a Binned Asset, you will need to delete and start over.

Next, enter your Storage Bin Quantity and Re-order Point (the point in which you would like to be notified when stock is getting low). Save the Asset.

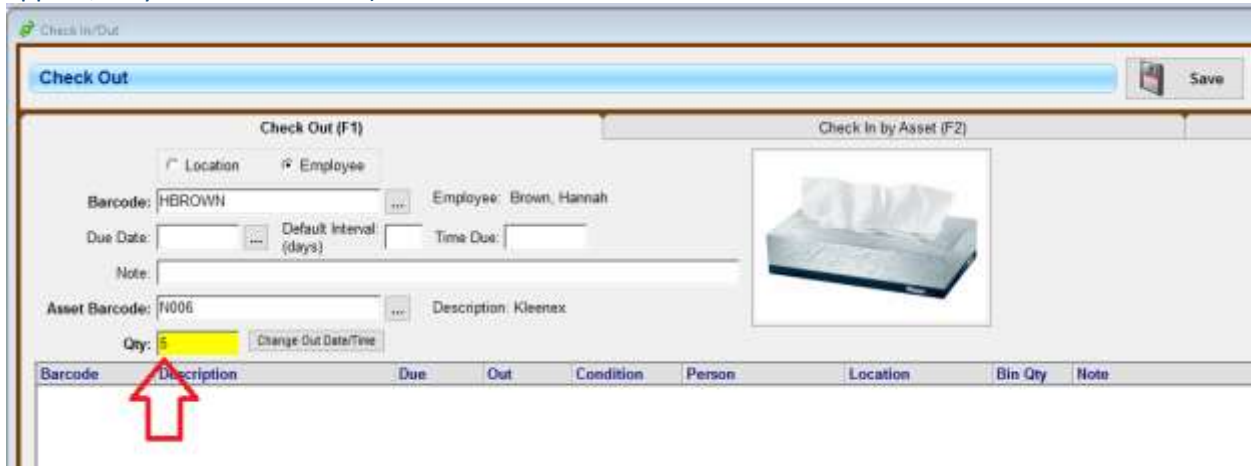
Example 1: Consumable Binned Asset (which means I will never get these items back when they are checked out; they become “Consumed” by the Location/Person that checked them out)

You **MUST** mark the Binned Item check box and choose whether the item is Consumable or Not before Saving for the very first time! You can change the Storage Bin Qty and Reorder Point numbers at any time.

Example 2: Non-Consumable Binned Asset (which means I expect them back after they are checked out)



Now, during check-out, when a Binned Item Barcode is scanned, the user will be prompted for the Quantity they are checking out. (All other individually barcoded Assets, the quantity prompt does not appear; only for Binned Assets).



In the example below, we will check out 5 boxes of Kleenex (Consumable Binned Asset) and 10 Folding Chairs (Non-Consumable Binned Asset) to Hannah Brown.




Now, if we check back in by Hannah Brown, only the Folding Chairs will be listed. You NEVER check back in Consumable Assets. They are Consumed the moment they are checked out.




We can also change the quantity of Chairs being checked back in. If Hannah is only bringing back some of the Chairs and not all of them, we can double click on the 'Bin Qty' and manually change it.



Last, you can run reports on Binned Items. Non-Consumable Binned Assets will show up on Asset Assignment Reports and will list the quantity currently checked out.

Asset Assignment by Employee								
								
Facility:	All							
Employee:	Brown, Hannah - HBROWN							
<i>Binned Items</i>								
Barcode	Description	Model Number	Serial Number	Out Date	Check Out Note	Bin Qty	Unit Cost	Ext Cost
A097	Folding Chair	A100	N/A	07/20/2018 2:17:00 PM		5	8.99	44.95
							Grand Total:	44.95

Consumable Binned Items will be found on “Consumable History” Reports to see what was consumed by a Person or Location.

Consumable History by Employee								
								
From 07/20/2018 to 07/20/2018								
Employee:	Brown, Hannah - HBROWN							
Barcode	Description	Purchased From	Out Date	Transact By	Bin Qty	Unit Cost	Ext Cost	
N006	Kleerex	Amazon	07/20/2018 2:11:00 PM	User, Admin	5	86	4.30	
							Total:	4.30

When you have purchased and received in more Binned Items, click on “Receive Bin Items” on the F2 tab (Asset Information) of the Assets icon and enter the quantity you received. Your Storage Bin Qty will update.



Last, to be automatically notified when you are getting low on Binned Assets, you can have a report pop-up right upon login listing the items that are below your re-order points. To turn this on, login as the Admin and go to File → Setup Options. On the second tab of the Setup Options (Applications Settings), mark the box listed as “Show Binned Assets Below Reorder Point Report after Log in”.

Show Bin Assets Below Reorder Point Report after Log in

If you do not want this report popping up for everyone that logs in, simply turn this option off and run the report manually at any time in the Reports icon.

For additional questions regarding Binned Assets, please contact support@gigatrak.com