

Inventory Note Load Batch

Inventory Note Load Batch

This program allows you to create inventory notes for some or all inventory items in a batch process. To create inventory notes in a batch process, select System Administrator, System Administrator Menu 2 and then **Inventory Note Load Batch**.

The dialog screen for Inventory Note Load Batch is shown below:

```

                                INVENTORY NOTE LOAD BATCH

ENTER THE START NUMBER  _____
ENTER THE STOP NUMBER  _____

PRINT BY CODES?          N (Y OR N)
  STOCK                  * _____ (@=all non-blank, #=blank, F,M,S,X,0-9)
  PRODUCT                **                                POPULARITY      *
  DISPLAY                 *                                SUB GROUP        *
  FREE FIELD              **                                SUPPLIER          ***
  DIVISION                **                                MFG              *

NOTE DISPLAY FLAG       _
NOTE PRINT FLAGS        _____
NOTE SEQUENCE NUMBER   10
NOTE INFORMATION        _____

ADD NOTE TO ITEM        _ (W = items Without notes  A = All items)

Ready                  N
    
```

The dialog screen begins with entering a Start and Stop number so that inventory notes can be created for a single vendor, a range of vendors, all vendors, a range of item numbers within a vendor, etc.:

```

ENTER THE START NUMBER  _____
ENTER THE STOP NUMBER  _____
    
```

The dialog screen includes standard inventory item qualifiers:

```

PRINT BY CODES?          N (Y OR N)
  STOCK                  * _____ (@=all non-blank, #=blank, F,M,S,X,0-9)
  PRODUCT                **                                POPULARITY      *
  DISPLAY                 *                                SUB GROUP        *
  FREE FIELD              **                                SUPPLIER          ***
  DIVISION                **                                MFG              *
    
```

Next, there are various options for creating the new inventory note. See screen below. The Display and Print Flags for the new note may be specified. The default sequence number is 10 which is also the default for the inventory note screen. If you leave the default sequence number, then the program will create the note with a sequence of 10 unless that note already exists for the specific item. If the Sequence 10 note already exists, the program will find the sequence for the last note for the item and then increment it to a number divisible by 10. If a sequence number between 1 and 9 is entered (in an effort to “put the note ahead of existing notes”), the program will check to see if the sequence number already exists. If it exists, the program will increase the sequence number by one until it finds a sequence number to use or if it reaches 10, then it follows the rule above for sequence number of 10. The next field to enter is the Note Information. If the note field is left blank,

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the program will default the note to a period. Creating a note with a period '.' may be desirable if your purpose is to create a note for every item to facilitate printing query reports in which the Inventory Additional Information file is the "driving" file and the item master file is an additional file.

```
NOTE DISPLAY FLAG      _
NOTE PRINT FLAGS       _____
NOTE SEQUENCE NUMBER  10
NOTE INFORMATION       _____
```

The last option on the dialog screen controls whether or not to create the note for every item that qualifies "A" or only for items without a note already "W".

```
ADD NOTE TO ITEM      _ (W = items Without notes  A = All items)
```

This new enhancement has been placed on an Administrator menu because it should be used with **CAUTION**. Once a note is added to the Additional Information file for a batch of items, the note can be manually deleted on an individual item-by-item basis. Note deletion is done by reading up an item that contains the note from the Main Inventory screen, pressing F12 and I (Inv notes), deleting the note no longer needed and then pressing F10 to Save or pressing F3 to Save & Exit the INV NOTES EDITOR screen. There is currently NO "batch delete" option for inventory notes.

Care should be taken to properly fill in the dialog screen, particularly when entering the text in the NOTE INFORMATION field to avoid creating a note with a spelling error for thousands of inventory items. There is currently NO "batch replace" option for inventory notes.

If you need assistance, please contact Mylee Customer Support **BEFORE** loading a note for a batch of items.