

How to Set up Alternate or Substitute Items

Overview

Alternate (or substitute items) can be set up in the Main Inventory screen. During entry of a Point of Sale customer order, an alternate item can be sold when the original item does not have a quantity available.

Setup of Alternate Items in Item Master Screen

1. From the Main Menu, select Inventory and then select Item Master.
2. Type the Item number that has an alternate.
 - Press the [Enter] key to move the cursor to the **Alt** field.
 - Enter the letter **A** in the Alt field and press [Enter]. (“A” means alternate.)
 - In the next field, type the alternate item number and press [Enter]. The alternate item must be a valid item number in the inventory master file.
 - Next, type the Vendor Code for the alternate item and press [F10] to save the changes.
 - The example below shows 202-AB (vendor BBB) as an alternate for item 101-AB (vendor AAA).

MM/DD/YYYY	MAIN INVENTORY				ITEM SEQ /		
Item No: 101-AB	Vendor Code: AAA		Sort:	Seq #:			
UPC Num:	Description: SCONCE						
Product Group:	Sub Group:	Stock: S	Display: D	Serial #: N	Kit Flag: N		
Related:	Qty: 0		Chrg:	Room:	Note:		
Prices:	RETAIL	OUR \$	BUILDER	SPECIAL	MSC	Base/Costs	
-----	90.000	63.000	54.000	49.500	30.000	30.000	
	E 200.000	A -30.000	A -40.000	A -45.000	0.000	0.000	
LBR	0.00	0.00	0.00	0.00	0.00	0.000	
Promo:	-		Level:	Pr/ADJ:	0.000	Avg Cost:	0.000
Round:	Mfg:				Last Rec: 0.000		
Room:	Pop:	LBR :	Free:	Supplier:	Archive:	Net:	Tax:
Ext. Sales: Y	Loc:	Div: FX	Alt: A	202-AB		/ BBB	
Quantities:	On Hand:	0	On Order:	0	Reorder Level:	0	
-----	Reserved:	0	Backorder:	0	Minimum ROL:	0	
	Available:	0	Special:	0	Pkg:	0	
	CBO:	0	Weight:	0.00	Date Last Purch:		
					Date Last Rec:		
					Date New Item:		
F2=CHG ITEM F3=INQUIRY F7=CHG NEXT ITEM F8=TAB SETTING TAB=QTY/SALES							

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3. It is acceptable for two items to be alternates for each other. Continuing with the example on the previous page, item 101-AB can be an alternate for item 202-AB.
4. Each item is allowed one alternate item. If there is more than one alternate, a chain of alternates can be established, all linked together. The last alternate points back to the original item number to complete the loop. Refer to the following example.
 - Assume items 101-AB, 202-AB and 303-AB can all be substituted for each other.
 - On the item master of 101-AB, set up 202-AB as an alternate.
 - On the Item master of 202-AB, set up 303-AB as an alternate.
 - On the Item master of 303-AB, set up 101-AB as an alternate. (The last alternate 303-AB points back to the original item 101-AB.)

Selling Alternates during Point of Sale

There are two ways to sell an alternate:

- (1) Alternate item numbers display above the item number when it is typed in point of sale. The QAV (quantity available) displays for the alternate. To use the alternate, simply press the [F4] function key before selling the item. The alternate item will automatically replace the Item number.

```

FX  QAV: 0          ALT: 202-AB          BBB  QAV: 9
___ Qty: 1          Item: 101-AB          VC: AAA Tax: Y Prc:___ 63.000
Stk:S D STK DSP Room:_____ Loc:      Flg: _ Cost: _____
Info: _____ Net:   Disc:   0.000
Desc: SCONCE          LBR :   0.00
F2=TO QTY F3=INQUIRY F4=ALT/SUPER F7=UPC TOGGLE F8=AUTO TOGGLE TAB=TOTAL
    
```

- (2) After pressing [F10] to sell an item, press the letter "A" for "Alternate" at the "Insufficient QAV" prompt.

```

FX  QAV: 0          ALT: 202-AB          BBB  QAV: 9
___ Qty: 1          Item: 101-AB          VC: AAA Tax: Y Prc:___ 63.000
Stk:S D STK DSP Room:**DINING ROOM      Loc:      Flg: A Cost: _____
Info: _____ Net:   Disc:   0.000
Desc: SCONCE          LBR :   0.00
F2=TO QTY F3=INQUIRY F4=ALT/SUPER F7=UPC TOGGLE F8=AUTO TOGGLE TAB=TOTAL
INSUFFICIENT QAV - Alternate Sell Lost speCial Bko Partialbko Nosale Qrv - A
    
```