

Using Serial Numbers for Inventory Items

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1. Item Master records for serialized items must have a Y in Serial # field. If all items in vendor line are serialized, enter Y in Serial # field on Vendor Code Master so that item master serial number field defaults to Y as new items are added.
2. Refer to POS Options. (Main Menu, System Administrator, Options Menu, POS Options, Terminal #.) On first screen, refer to the following field:

IS A SERIAL NUMBER REQUIRED **N (Y,N)**

It is recommended that N be entered in this field. Using "N" allows you to initially sell the item without a serial number because the serial number often is not known until after item is "picked." Though you can initially sell the item without a serial number, you may not close an order if a serialized item does not have a serial number.

3. The Invoice Form can be modified to print the serial number. Contact Mylee Customer Support for assistance with changes to invoice forms.
4. After receiving serialized items, select **Serial Number** from Inventory Menu.

MM/DD/YYYY	INVENTORY SERIAL NUMBER						
Item Number: REFRIG-1	Vendor Code: WHR						
Description: REFRIGERATOR 30 CFT	Serial # Flag: Y						
LN	Serial Number	Date In	Customer	Date Out	Order #	Flg	Cost/Use
1	WH02242004130	04/23/13			0		300.000
2	WH02242004155	05/24/13			0		300.000
3	_____	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____	_____	_____
8	_____	_____	_____	_____	_____	_____	_____
9	_____	_____	_____	_____	_____	_____	_____
-	_____	_____	_____	_____	_____	_____	_____
F2=Ln# ENTRY F7=NEXT ITEM NUMBER F8=PREV ITEM NUMBER							

Enter Item Number, Serial Number, Date In and the Cost if it is different from item master. When entering the date, use the format mm/dd/yyyy. Respond Y to "All Ok To Add Record?" (After adding the record, the "Date In" will display with a 2-digit year.)

Note: The Flg column is not currently used.

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- When selling a serialized item in Point of Sale, press the Page Down key when the cursor is positioned in the serial number field. The serial number field displays to the right of the item description. The cost for the item is obtained from the serial number file. The serial number file is updated with the customer ID, date and POS order #.

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AP  QAV: 2
___ Qty: 1      Item: REFRIG-1          VC: WHR  Tax: Y  Prc:_   810.000
Stk:S  STK      Room:                  Loc:      Flg: _  Cost:   300.000
Info:                                     Net:  Disc:    0.000
Desc: REFRIGERATOR 30 CFT              WH02242004130      LBR :    0.00
F2=TO QTY  F3=INQUIRY  F4=ALT/SUPER  F7=UPC TOGGLE  F8=AUTO TOGGLE  TAB=TOTAL
    
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- When entering a credit memo for a serialized item, a valid serial number must be entered. The serial number entered must match the serial number and customer ID in the serial number file.

Notes:

- When selling an item initially without a serial number, a message displays "ITEM HAS A SERIAL NUMBER." Salesperson must F10 in serial # field indicating that the serial number will be left blank for now. (Later, after warehouse person picks the item, the serial # can be entered on the order.)
- Always enter a Qty of 1 on a sales order for an item that has a serial number.
- If you attempt to close an order that has a serialized item without a serial number, the following message will display: CAN NOT CLOSE ORDER ITEM NEEDS A SERIAL NUMBER.
- If a salesperson enters a Not-on-File item number and special orders it, the item number should be added to the Inventory file. At the time the item is added, the program checks the point of sale line item file for the item and will flag it as needing a serial number.