

How to Set Up Package Quantity in Item Master

Overview

The Pkg (package) fields on the main inventory item master screen display the packaging description and quantity.

Enter Package Description and Quantity Manually

The package description and quantity can be entered manually in the second and third fields.

Pkg: _ _ _

Pkg: BOX 4

A one character code from the Main Options can be entered in the first field. This code reads a package quantity table in Main Options. In the example below, code "E" refers to a CASE of 12.

Pkg: E CASE 12

How to Edit the Package Quantity Table in Main Options

1. Go to the Main Menu and select System Administrator.
2. Select Options Menu.
3. Select Main Options. Press [F7] to go to the second screen of Main Options.
4. There are 10 purchasing packages that can be preset in the table (letters A through J). Edit these package descriptions as desired and then press [F10] to SAVE. Refer to the sample below.

MAIN OPTIONS - INVENTORY			
PURCHASING PACKAGES			
PACK	DES	QTY	PACK DES QTY
A	BOX	4	B BOX 8
C	BOX	10	D PKG 10
E	CASE	12	F CASE 24
G		0	H 0
I		0	J 0