

How to Set up Generic Bulb Item Master to Point to "Real" Number

Overview

The purpose of this document is to describe how to load generic bulb items so that they can be used to "look up" the "Real" item number. This will allow sales people to enter the generic bulb item number when selling, so that the real number automatically displays. For example, a salesperson can enter "60ACL" on a customer order so that it will display and print "S6042" (Satco's item number for a 60W MB A19 CLEAR 120V).

Though there are several ways to load a generic bulb line, this document explains how to do it using "Quick Item Load." In this document, the generic bulb items will be "forced written" so that similar types of bulbs can be grouped together. For example, you may want to group the "A19 Lamps" together.

Prepare a Generic Bulb List

1. Prepare a Generic Bulb List with the Generic Item Number, the Description and the Real Item Number. Group similar types of bulbs together on the list, for example "A15 Lamps," "A19 Lamps," "A21 - 3 Way Lamps."
2. Create a vendor code master for the generic bulb line (e.g. BLB, ZGN, BUL). Use "F" as the Sort Definition. This will allow you to assign a sequence number to each bulb so that they can be grouped together. See sample below:

INVENTORY VENDOR CODE MASTER			
Vendor Code: BLB			
Description: BULBS			
Sort Definition: F			
Sort Order:			
Default:	Kit Flag: N	Serial Flag:	N
	Extended Sales: Y	Division:	LB
	Round Rule:		
Price Level A:	0.000	Price Level B:	0.000
Price Level C:	0.000	Price Level D:	0.000
Price Level E:	0.000		
UPC Auto Create:	Prefix:	Next Number:	0 Step: 0 Size: 0
Non-Stock Related Item:	N		

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Use Quick Item Load to Create Item Master Records

1. From the Main Menu, select Inventory and then select Quick Item Load. If Quick Item Load does not appear on your menu, it may be "hidden" as it is not a commonly used feature. Contact Mylee Customer Support for assistance in displaying the Quick Item Load selection on your menu.
2. Enter the vendor code for your generic bulb line. The sample below uses BLB.
3. Enter a start sequence number and a Seq# Increment. The example below uses a starting Seq# of 100 and an increment of 10. As you add items using quick item load, the program will assign a sequence number beginning with 100 and incrementing by 10 (100, 110, 120, etc). The sequence number is used to keep the items grouped in the exact order you are entering them.

If you later need to change an item's sequence number, you are allowed to do so from the item master screen.

4. Fill out the line beginning with the word "Skip" as follows. Respond N to skip the Alt field, but Y to skip the other fields.

Skip: Price A-F: Y Base: Y LBR : Y Alt: N Note: Y Related: Y (Y, N, Clear)

5. Press [Enter] past the Supplier field and the cursor will rest on the Item No. field.
6. Enter the first item number from your generic bulb list followed by its description.
Example:

Item No: 15A15CL Description: 15W MB A15 CLEAR 120V

7. Press [Enter] past the UPC number field so that the cursor is on Alt Item. There are 3 fields that follow Alt Item. Enter "R" in the first field (meaning "R"eal number). Enter the real item number in the second field. Enter the real item number's vendor code in the third field. In the example below, the item S3948 for Vendor "SAT" (Satco) is the real number for 15A15CL.

UPC Number: Alt Item: R S3948 SAT

8. Press [Enter] until the cursor rests on the Taxable field. Enter "Y," and then press [F10] to SAVE.

The item has been added to the inventory file. The cursor returns to the Item number field ready for you to enter another item. The information for the first item remains displayed on the screen. Your screen will look similar to what is shown below.

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MM/DD/YYYY                INVENTORY ITEM QUICK-LOAD

Vendor Code: BLB  Seq # Start:      100  Seq # Increment:      10
                    Current Seq #      110
Skip: Price A-F: Y  Base: Y  LBR : Y  Alt: N  Note: Y  Related: Y (Y, N, Clear)
Supplier:                               Sort Code:  __
Prev No: 15A15CL
Item No: _____ Description: 15W MB A15 CLEAR 120V
UPC Number:                               Alt Item: R S3948          SAT
Related: _____ Qty: _____ Chrg:  __ Room:  __ Note:  __

PRICE          A          B          C          D          E          F
RETAIL        OUR $      BUILDER    SPECIAL    MSC          Base Price
Amount:       0.000      0.000      0.000      0.000      0.000      _____
Base:         _____
LBR :        _____ Taxable: Y
Round:
Stock:  _ Dsply:  _ Prod:  _ Pop:  _ LBR :  _ Sub Grp:  _ Free:  __ Serial #:  N Kit:  N
Ext Sales: Y  Loc:  _____ Division: LB  Archive:  __ Net Item:  __ Room:  _____
Quantity on Hand:  _____ Reorder Level:  _____ Minimum ROL:  _____
Purchase Package Quantity:  _____ Weight:  _____

F2=RETURN TO ITEM#  F7=CLEAR BOTTOM
    
```

9. Enter the next item number from your generic bulb list. Since the description from the previous item displays, you can modify it if the description is similar and then press [Enter]. In the example below, 15W MB A15 CLEAR 120V displayed. The digits "25" were typed over "15" and then [Enter] was pressed.

```
Item No: 25A15CL                Description: 25W MB A15 CLEAR 120V
```

10. Enter the "real" item number. If this item has the same vendor code as the previous item, simply press [F10] to SAVE at this point.
11. Again, the cursor returns to the Item number field in preparation for the next number.
12. Notice that the top of the screen displays the Current Seq#. In our example, item 15A15CL was assigned Seq# 100; item 25A15CL was assigned Seq# 110. The next item added will be Seq# 120.

```

MM/DD/YYYY                INVENTORY ITEM QUICK-LOAD

Vendor Code: BLB  Seq # Start:      100  Seq # Increment:      10
                    Current Seq #      120
Skip: Price A-F: Y  Base: Y  LBR : Y  Alt: N  Note: Y  Related: Y (Y, N, Clear)
Supplier:                               Sort Code:  __
Prev No: 25A15CL
Item No: _____ Description: 25W MB A15 CLEAR 120V
    
```

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13. If you need to stop the Quick Item Load and exit, make note of the "Current Seq#." This will be your starting sequence number when you resume working on the generic bulb line.

Another way to identify your starting number when you resume work on the bulb line is to look at the item numbers created in the item master file. Look at the Seq# for the last item number in the generic bulb line. It is displayed in the upper right portion of the item master. Refer to the sample below. Item number 25A15CL has sequence number 110. If this was the last item number in the file, you would use sequence # 120 as your start sequence # when you resume Quick Item Load for the generic bulb line.

MM/DD/YYYY	MAIN INVENTORY				ITEM SEQ /	
Item No: 25A15CL	Vendor Code: BLB		Sort:	Seq #:	110	
UPC Num:	Description: 25W MB A15 CLEAR 120V					
Product Group:	Sub Group:	Stock:	Display:	Serial #:	N	Kit Flag: N
Related:	Qty:	0	Chrg:	Room:	Note:	
Prices:	RETAIL	OUR \$	BUILDER	SPECIAL	MSC	Base/Costs
-----	0.000	0.000	0.000	0.000	0.000	0.000
	0.000	0.000	0.000	0.000	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:
Ext. Sales: Y	Loc:	Div:	LB	Alt: R	S3814	/ SAT
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:	09/19/2006
F2=CHG ITEM F3=INQUIRY F7=CHG NEXT ITEM F8=TAB SETTING TAB=QTY/SALES						

Also notice the Alt field which now contains an "R" (real) that points to S3814 for vendor SAT.