

UPC Generate to Automatically Create Fake Item Numbers

Overview

Tag-n-Trak has a feature that allows the UPC Number field in the item master to be used for “fake” item numbers. When printing a quote, Tag-n-Trak provides the option to print the “fake” or “real” item number. Printing the “fake” item number makes it more difficult for customers to compare your prices with another lighting showroom.

Some lighting showrooms print the UPC number on showroom hang tags. In main order entry, salespeople have the option to enter in the UPC number or the real item number on an order.

This document outlines the steps to automatically create “fake” item numbers for a vendor line using a feature called “**uPc generate.**”

NOTE: The UPC number field in the item master can be used for the manufacturer’s UPC number (universal product code). For this reason, it is recommended that you check the UPC number field for items in a vendor line before automatically creating “fake” numbers.

Check Item Masters for UPC Numbers

Select Inventory from the Main Menu and then Item Master.

Enter an existing item number for a vendor for which you plan to create “fake” numbers. Refer to the **UPC Num** field. This is the field Tag-n-Trak will use to store the “fake” number. Verify that the items for this vendor do not currently have UPC numbers established. If they do, decide if you want them replaced with “fake” numbers.

When you create fake numbers, Tag-n-Trak will give you the option to replace what is currently in the UPC Num field with new “fake” numbers OR only create fake numbers for items that have a blank UPC Num field.

How UPC “Fake” Numbers are Generated

1. From the Main Inventory screen (Item Master), press **F12** and **V** for the Vendor Code Master screen.

UPC “fake” item numbers are generated for each vendor separately. Enter the first Vendor ID for generating “fake” item numbers.

Press the Enter key or Arrow down to the UPC Auto Create section of the screen that controls the UPC numbers as shown below.

UPC Auto Create:	Prefix:	Next Number:	0	Step:	0	Size:	0
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2. **Prefix:** The Prefix is a three character alpha-numeric “constant” you assign to this vendor for creating fake numbers. The three character prefix will become the first three numbers or letters for every fake number assigned to this vendor. If the vendor codes you have established in your inventory file are comprised of alphabetic letters (such as KIC for Kichler) or a combination of letters and numbers, you may want to consider assigning a number to correspond to each vendor code.

One way to assign the numeric vendor code equivalents is to print a list of your vendor codes. (Most users have a Query Report to print a list of just the vendor codes.) Start numbering the list of vendor codes beginning with 101 and continue with 102, 103, 104 and so on until you have assigned the numeric equivalent to each vendor on your list. You may want to assign numbers by incrementing by two (such as 102, 104, 106, etc) or by five (105, 110, 115, 120, etc.)

If you currently use numbers rather than letters for your vendor code, you may want to simply use the vendor code as the Prefix. (For example, if 120 is your vendor code for Kichler, it is ok to use 120 as the prefix for Kichler.)

Enter the **Prefix** you have assigned and press **Enter**.

3. **Next Number:** The Next Number initially tells Tag-n-Trak the starting “fake” number to assign the first item number in that vendor line. The system updates this field as it assigns a fake number. After you generate UPC fake numbers for all items that currently exist for the vendor, the Next Number reflects the next fake number that will be assigned when you add a new item to the inventory file.

Assume you wish to start the numbering at 100. Type 100 in the Next Number field and press **Enter**.

4. **Step:** The Step is the numeric gap between each “fake” number assigned. A Step of 10 is commonly used. If your first fake number is 100, the next fake number would be assigned 110, then 120, 130 and so on. A Step of 1 is also commonly used. If your first fake number is 100, the next fake number would be assigned 101, then 102, 103 and so on.

Type in the desired Step number and press **Enter**.

5. **Size:** The Size is the number of digits you want to use for the fake number excluding the Prefix. Tag-n-Trak will assign the same number of digits when it assigns a fake number to each item in the vendor line. The system will insert or “pad” the number with zeroes as needed.

For example, assume you want the fake item numbers for a vendor line to be a total of 8 digits; a 3-digit Prefix following by a 5-digit number. The UPC Auto Create fields in the vendor code master should be entered as follows:

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```
UPC Auto Create: Prefix: 155 Next Number: 100 Step: 10 Size: 5
```

The first item in the vendor line would be assigned a fake number of 15500100:

UPC Num: 15500100

The next item would be assigned 15500110, then 15500120, 15500130, 15500140 and so on:

UPC Num: 15500110

UPC Num: 15500120

UPC Num: 15500130

UPC Num: 15500140

Assume there are 2,968 items in this vendor line. The last item would be assigned: UPC Num: 15529770

The “**Next Number**” field in the vendor code master would be 29780. The next new item added to this vendor will be assigned 15529780.

```
UPC Auto Create: Prefix: 155 Next Number: 29780 Step: 10 Size: 5
```

Note: Some thought should be given to coordinate the Next Number, Step and Size. Do not assign a size that is too small to accommodate all of the numbers in the vendor line. However, assigning a “size” that is too large will make the fake number extremely difficult to read.

For example, using the same Prefix, Next Number, and Step as above, but changing the size from 5 to 10 would result in “difficult to read” fake numbers.

The following UPC Auto Create fields will result in numbers that are DIFFICULT to read because of the “padding” of zeroes:

```
UPC Auto Create: Prefix: 155 Next Number: 100 Step: 10 Size: 10
```

- 1st Item Number Assigned with Fake UPC NUM: 1550000000100
- 2nd Item Number Assigned with Fake UPC NUM: 1550000000110
- 3rd Item Number Assigned with Fake UPC NUM: 1550000000120
- 4th Item Number Assigned with Fake UPC NUM: 1550000000130

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Creating UPC “Fake” Numbers

Once you have completed the task of assigning a Prefix to each vendor and have decided on the Next Number, Step, and Size, the system has enough information to generate the UPC fake numbers.

Go to the vendor code master screen and enter the vendor ID to generate UPC numbers. Verify that the UPC Auto Create fields are properly completed. Press **F12** and **P** for the **uPc generate** Action.

```
+--- ACTION -----+
| Exit              |
| Menu              |
| uPc generate     |
| Resume            |
| Sequence          |
| calcUlate         |
| Vendor change    |
+-----+
```

Do you want to replace existing UPC numbers? (Y or N)

Respond Y for Yes to replace existing UPC numbers with new numbers for all items in that vendor line.

Respond N for No to assign new UPC numbers only to those items where the UPC Num field is currently BLANK.

Caution: If you have previously assigned UPC numbers and have printed these UPC numbers on quotes for customers, take this into consideration when answering Yes or No to the above question.

The program will display the “please wait” message shown below as UPC Fake Numbers are assigned.

PLEASE WAIT CREATING UPC NUMBERS

After generating the UPC numbers, press F12 and Exit from the vendor code master screen. Read up the first item in the vendor line to view the **UPC Num** field and the fake number assigned. Page Down to scroll through some of the item numbers to verify that the assignment of fake numbers was done as intended. It is suggested that you view the UPC Number for the last item in the vendor line.

If a change is needed to the way you assigned the fake numbers, read up the vendor code master and change the UPC Auto Create fields as needed. Press F10 to save your changes. Press F12 and P to re-generate new numbers. You should only re-generate new UPC numbers if you intend to REPLACE all existing UPC numbers for the vendor.