Table Options – Not on File UPC/Fake Number Setup

Not on File UPC/Fake Number Setup

The purpose of this document is to explain how to use Table Options "Not on File UPC/Fake Number Setup" to automatically assign a UPC number to not-on-file items sold on Point of Sale orders and Quotes. When a quote or order is printed that includes a not-on-file item, the UPC (fake) number will print.

If you do not want to assign UPC numbers to not-on-file items, the "Not on File UPC/Fake Number Setup" table should be left blank.

To assign UPC numbers to not-on-file items, follow the steps below. If you have multiple stores, the "Not on File UPC/Fake Number Setup" table must be established for EACH store.

1. From the Main Menu, select System Administrator, Options Menu and then Table Options.

2. Select "Not on File UPC/Fake Number Setup." The screen shown below will display.

   Note: This option is available to systems running Tag-n-Trak Software Release 4.08.058 or higher. If you do not see this option on your system, please contact Mylee Customer Support for assistance in updating your software.

```
                  Not On File UPC/Fake Number Setup



PREFIX:                _____
NEXT NUMBER:       _____
STEP:                  _____
SIZE:                    __
```

3. **PREFIX**: The Prefix is a "constant" for the UPC/Fake number to be assigned to each Not-on-File item sold in Point of Sale regardless of the vendor code. It is an alpha-numeric field meaning you can use any combination of letters or numbers. The Prefix also may contain a period (.), dash (-) or slash (/). Using other special characters is not recommended. The Prefix can be up to four characters. It will become the first part of the fake number assigned to any not-on-file item sold on a Quote or "L" type order.

   It is suggested that the prefix chosen for Not-on-File (NOF) items be easily identifiable. Do not use a prefix for NOF items that you are currently using for a regular vendor in your inventory file. Here are some examples (assuming you are not currently using any of these for a regular vendor in your inventory master file).

   SO-　　　(SO to represent Special Order not-on-file items)

   S/O-

   000

   000-

   NOF　　　(NOF to represent Not on File)

   NOF-

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If you have multiple stores, you can use the same Prefix for each store or each store can have its own unique prefix. For example:

SO1-   (Special Order NOF items in store 1)

SO2-   (Special Order NOF items in store 2)

SO3-   (Special Order NOF Items in store 3)

Enter the **PREFIX** and press **Enter**.

4. **NEXT NUMBER:** The Next Number initially tells Tag-n-Trak the starting "fake" number to assign the first not-on-file item number sold on a Quote or sales order. The system increments the "next number" field each time it assigns a fake number to a NOF item. Assume you wish to start the numbering at 100. Type 100 in the Next Number field and press **Enter**.

The "next number" field always reflects the next fake number to be assigned to a NOF item.

5. **STEP**: The Step is the numeric gap between each "fake" number assigned. A Step of 1 is commonly used and is recommended. If your first fake number is 100, the next fake number would be assigned 101, then 102, 103 and so on.

If your preference is to have a gap greater than 1 between each fake number assigned, enter a step greater than 1. For example, a Step of 10 could be used. If your first fake number is 100, the next fake number would be assigned 110, then 120, 130 and so on.

Once you have determined what Step to use, enter the number in the Step field and press **Enter**.

6. **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 NOT-ON-FILE item sold on a Quote or sales order. The system will insert or "pad" the number with zeroes as needed.

For example, assume you want the fake item numbers for your NOF items to be a total of TEN characters/digits with a four alpha-numeric prefix that includes a "dash." You would enter the number 6 in the Size Field. The four alpha-numeric Prefix combined with the six digit number will comprise the complete ten character fake number. Example: Prefix is S/O- with a Next Number of 100, Step of 1 and Size of 6. The first fake number assigned will be "S/O-000100." The second number will be "S/O-000101."

Avoid entering a large number in the SIZE field as it will make the fake number difficult to read. Typically, a size of 6 is sufficient. Also, avoid entering a number in the SIZE field that is too small. If the number is too small, you will reach the maximum size too quickly and it will be necessary to edit the entries in Table Options.

After entering the SIZE field, the program will display **RECORD HAS BEEN SAVED.** Tag-n-Trak will immediately begin assigning the fake/UPC number as not-on-file items are sold on Quotes or "L" type orders in Point of Sale.

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7. This page provides two examples of how to set up the table for assigning UPC/Fake numbers to not-on-file items.

EXAMPLE 1:

In this example, the prefix is "S/O-" followed by a 6-digit number starting with 100 and incrementing by 1.

```
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PREFIX:              S/O-
NEXT NUMBER:          100
STEP:                   1
SIZE:                   6
```

Assignment of fake numbers:

```
S/O-000100

S/O-000101

S/O-000102

S/O-000103
```

EXAMPLE 2:

In this example, the prefix is "000-" followed by a 6-digit number starting with 5000 and incrementing by 10.

```
                    Not On File UPC/Fake Number Setup



PREFIX:              000-
NEXT NUMBER:         5000
STEP:                  10
SIZE:                   6
```

Assignment of fake numbers:

```
000-005000

000-005010

000-005020
```

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8. If you wish to change the setup for the UPC Fake Number for Not-on-File items, go to Table Options, select "Not on File UPC/Fake Number Setup," make the desired changes and press **F10** to SAVE.

9. If you wish to STOP assigning UPC Fake Numbers to Not-on-File items sold on Quotes and sales orders, go to Table Options and select "Not on File UPC/Fake Number Setup." With your cursor in any of the fields, press **F6**. The program immediately DELETES the record. A message will display **RECORD HAS BEEN DELETED.**

10. The assignment of UPC/Fake numbers to NOF items begins immediately after the Setup table has been saved. This table does not affect the UPC/Fake # for Point of Sale NOF line items that existed _**before**_ the Setup table was established. However, if you COPY an existing Quote or "L" type order that has NOF items with a BLANK UPC#, the UPC/Fake number WILL BE ASSIGNED automatically as those line items are COPIED to a new order.

11. **IMPORTANT NOTE:** The UPC/Fake number assigned to not-on-file items occurs EACH time a NOF item is sold.

    If you sell the SAME not-on-file item multiple times on the same quote or sales order, a DIFFERENT UPC/Fake number will be assigned each time you sell it.

    The system does not "store" the UPC/Fake# for NOF items anywhere EXCEPT the Point of Sale Line Item record. If you delete a not-on-file item from a Quote or sales order, there is no record of that UPC/Fake# unless you have a printed/hard copy of a form (such as a Quote) that has the UPC/Fake# printed on it. If you re-sell the same item number that you deleted, a NEW, DIFFERENT UPC/Fake Item number will be assigned.

    The UPC/Fake number for NOF items is automatically assigned from Table Options. A salesperson CANNOT manually "type in" or assign a UPC number to a NOF item sold on a Quote or "L" type sales order.