

How to Add Barcodes

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Objective:

Clearly, the heart of this system is the association of Barcode Numbers to Stock Codes within Sage Line 50. Each Barcode is a unique identification number used to look-up a Stock Code.

A Barcode can be assigned to a Stock, Non-Stock, and Service (such as Labour) and Special Items i.e. Sage codes 'S1', 'S2' and 'S3'.

Every product code will need at least one barcode, but there is no limit to the number of different Barcodes that can be allocated to any given product.

Preparation:

There are three different methods of adding barcodes into the system.

1. Use 'Default Barcodes' for New Products. This is the zero-administration option! The system can be configured to automatically add Barcodes when a New Product is read from Sage Line 50. The Barcode can be based on the Stock Code, Part Number or Commodity Code fields in Sage Line 50.
2. Import Barcodes from a CSV file. Please refer to the document 'How to Import or Export Barcodes' for further information.
3. Add barcodes manually. This is described in the remainder of this document.

Tip: European Article Numbering (EAN) is the most common type of barcode format. EAN is an international organisation of product barcodes and their 13 digit numbers are printed on almost every retail item sold in Europe. If these are available then use them.

How to Add Barcodes Manually:

Start *Barcode Admin*

Press '**Barcodes**'

Press the **'Retrieve from Sage'** button.

Before commencing with administering any barcodes it is advisable to update the screen with the latest Products which exist in your Sage Line 50 system. New products that have been created in Sage Line 50 will be copied over, and any products deleted in Sage Line 50 will be removed.

Tip: Depending upon the number of products in your system, this process will take from a few seconds to approximately 10 minutes for five thousand products.

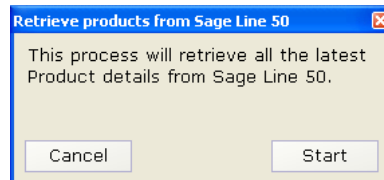


Fig 1 Retrieve products from Sage Line 50

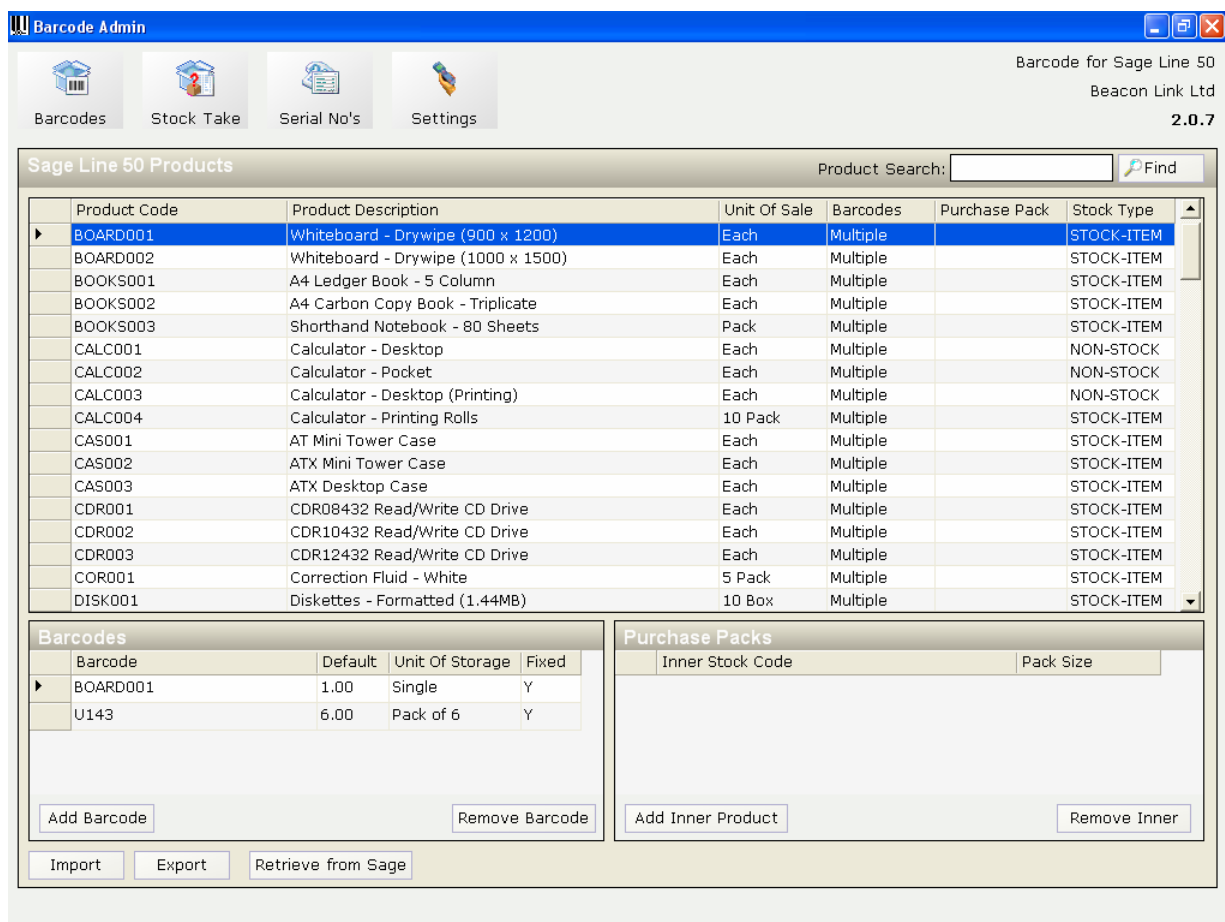


Fig 2 – Administering Barcodes within Barcode Admin program

The following columns are displayed for each Product:

Product Code This is the Product Code imported from Sage Line 50.

Description This is the product description as entered in Sage Line 50. This column cannot be changed in Barcode Admin

Unit Of Sale	Within Sage Line 50, you can use up to eight characters to describe the unit of sale, for example, 'each', 'box', '10-pack', etc. This is used for reference only and is not used in any barcode scanning.
Barcodes	Shows 'Yes' when the product has been associated with a barcode. Will show 'Multiple' if you have added 2 (or more) barcodes for that product code.
Purchase Pack	Shows 'Yes' when you created a Purchase Pack for this item. For further information please refer to the information sheet ' <i>How to add Purchase Packs</i> '.
Stock Type	This column is imported from Sage Line 50, and will show either Stock-Item, Non-Stock Item, or Service Item.

Sorting the Columns

You can click on any column heading e.g. '*Product Description*' to sort the column in order of Product Description. Clicking the same column heading will toggle between ascending and descending order.

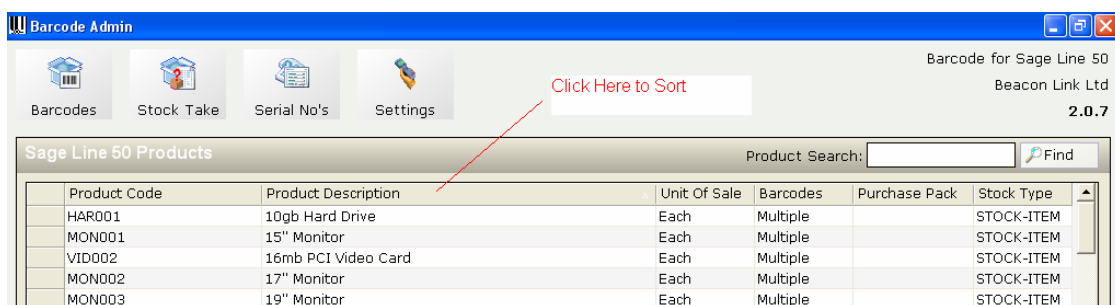


Fig 3 – Sorting the data alphabetically by description.

To Search for a Product

To quickly locate a product simply type a key word in the search box in the top-right hand corner and press ENTER.

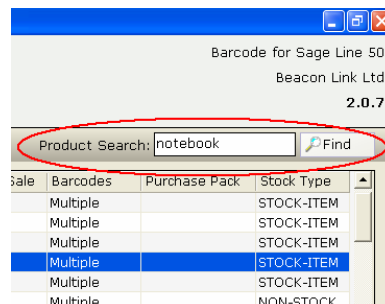


Fig 4 – Type any part of a product code or description in the Search box.

You can type any part of a product code or description. The screen will be filtered to show only those products which contain your entered criteria.

To return to the full list of all products, clear the search box and press ENTER.

To Add a New Barcode

1. Select and highlight the required product in the main products grid.
2. Press '**Add Barcode**'
3. The 'Add New Barcode' window will appear.

Fig 5 Add New Barcode window.

Scan or Type Barcode

If you have a barcode scanner attached to your computer then simply scan the barcode label now.

Alternatively, type in the barcode number exactly as it appears on the label. Avoid typing any spaces within the barcode number. As a guide, EAN barcodes found on most goods for retail will be either 8 or 13 digits long.

Note that a barcode can only belong to one product. Two products cannot share the same barcode.

Unit Of Storage

You can use up to ten characters to describe the unit of storage within your stock room or warehouse, for example, 'single', 'box', 'pallet', '10-pack', 'Pack of 48' etc. This field is used for information only.

Note that the Unit Of Storage in the warehouse can be different to the Unit Of Sale that is created within Sage Line 50. For example, a stationers may sell reams of paper so the Unit Of Sale is a ream, but for convenience may stock boxes of paper – where the Unit Of Storage is 5 reams.

Quantity

This is the Default Quantity. Whilst a single item will obviously be 1,

a barcode label on the outer packaging of a box or multi-pack may refer to a quantity of items e.g. a Pack of 6 or Box of 48.

For example, set the Quantity to 24 if you are scanning a barcode for a pallet of machine tools when the product created within Sage Line 50 is for a single tool.

This Quantity is Fixed

This sets the behaviour of the barcode. Possible values are Fixed and Non-Fixed.

Press **OK** to save. This barcode will be available to scan with immediate effect.

The difference explained between Fixed and Non-Fixed Barcodes

Having a 'fixed' barcode means that the act of scanning the barcode will automatically increment the quantity being scanned by the Default Quantity. The operator cannot over-type the quantity.

Having a 'non-fixed' barcode means the operator is able to over-type the Default Quantity.

Practical Examples:

1. An operator needs to book-in 10 books. By using 'Fixed' barcodes the operator must scan each book.
2. Considering the same example using 'Non-Fixed' barcodes; the operator needs only to scan the first book and key in '10'. This method of working may prove quicker with greater volumes.
3. An operator needs to book-in 100 toys which are packaged in boxes of 10. The barcode is 'Fixed' with a Default Quantity of 10. For each scan, the quantity will be incremented in steps of ten, through 10, 20, 30, 40, 50 etc
4. An operator is booking-in open pallets of engine parts where the contents of each crate may vary. Although the normal delivery is 100 items per crate, with a 'Non-Fixed' barcode the operator is able to amend the quantity after inspecting the contents.

How to find any product which do not have a Barcode

Click on the column heading '*Barcodes*' in the main products grid. This will cause all of the products which don't have any associated Barcodes to be grouped together at the bottom of the list.

How to remove an obsolescent barcode

Select and highlight the required product in the main products grid.

Select the unwanted barcode and press '**Remove**'. The scanners will now report 'Not Recognised' when scanned.

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