

## How to setup Products to record Serial Numbers

*Issue 2: January 2006*

### Objective:

The facility to record Serial Numbers (S/N) is not global setting applied to all products in the Sage Stock module, but is a facility that can be turned on-or-off for chosen products.

Serial numbers can be captured to track when, and from where, each distinct item of stock has been purchased and when and to whom it was sold. It enables Serial Numbers to be captured whilst booking-in and booking-out stock using Purchase Order Processing (POP), Sales Order Processing (SOP), and Stock Adjustments.

Please note Serial Number recording can be applied to both Stock Items and Non-Stock Items, but is not applicable to Service Items.

### Description:

Serial Number tracking is enabled by editing the Product's record in Barcode Admin.

There are 3 Modes of Operation available:

<b>IN + OUT</b> (normal)	Each S/N is scanned In and Out.
<b>IN ONLY</b>	Each S/N is scanned In Only, using POP to book-in stock or Adjustments In. This mode is used when you only wish to trace goods back to a supplier; you do not need to scan S/N's when sold.
<b>OUT ONLY</b>	Each S/N is scanned Out Only i.e. through SOP or Adjustments Out). This mode is used, for example, when selling manufactured goods which have not been purchased in.

The operator can scan products with S/N's in one of two patterns...

Product; S/N; Product; S/N; Product; S/N; Product; S/N, etc  
 or  
 Product; S/N, S/N, S/N; Product; S/N, S/N, S/N etc

This pattern is governed by the Default Quantity and Fixed properties of the barcode. For example, setting a Fixed Default Quantity of 1 will require the operator to scan both the Product and the S/N on every item.

The maximum length of any S/N is 30 characters.

### System Generated Serial Numbers:

Optionally, this system can automatically generate new S/N's (and print labels) for goods which do not already have a S/N.

The format of the generated S/N is user-configurable. For example, you can dictate the number of digits in the S/N, or optionally add prefix or suffix characters.

Example Formats:

Format	Range of S/N's created
NNNNNN (default)	6-digit sequential numbers from 000001 to 999999.
SN-NNNNNN	Prefix of SN- is added. SN-000001 to SN-999999.
YY/NNNN	Year is added as a prefix to a 4-digit S/N e.g. 06/0001
UK-NNNNNN-YYMM	Prefix of 'UK' and suffix of Year and Month added to a 7 digit S/N e.g. UK-0000001-0612

### Delivery Notes:

Each S/N will be printed automatically on the Delivery Note that is generated by 'Barcode For Sage Line 50'. The format of the Delivery Note can be customised using Crystal Reports

- END -