

Menu 34: Bar Coding

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## Menu 34 Bar Coding

MENU-34 BAR CODING MENU
12:34:22 14 Apr 1998 1 JSS.UPG dbs
1. Purchase Order Receiving
2. Purchase Order Receipts Report & Adjustments
3. Order Verification & Transfers
4. Physical Inventory
5. Physical Inventory Not Scanned Report
6. Scan Item#/Serial# for Shipping
7. Bar Code Crossref Maintenance
8. Print Bar Code Labels
9. Assign Default Barcode Printer

Enter a Menu Path or <Enter>:

Figure 34-1. Bar Coding menu

### **Purpose**

Recent advances in pairing low power radio frequency systems with high-tech barcode scanning equipment have helped the development of low cost yet effective programs to help increase accuracy in your inventory systems. For receiving, the LS-3070 Cordless Scanner by Symbol gives you 20 to 50 feet of operating range from the base terminal, and Database's large print capability lets you see the entries on the screen from those distances. At the counter, the LS-4000 scanner/wedge is used in Order Entry for increased accuracy and employee productivity.

Once the barcodes cross references are built and your employees are up to speed with the new procedures, you may switch to having one person do what used to take two.

### **Basic procedure**

### Point of Sale: Order Entry, Menu 1.2

With the cursor at the "Product Number" field on the Line Input screen, scan the barcode sticker labeled "Scan On" or press the pre-loaded function key, Scan On. From then on, every time you scan an item, the program assumes a quantity of one. If you scan a product multiple times, the quantity accumulates, even out of sequence, and Lot Pricing adjusts as quantities change. If you have a large pack quantity to enter, scan the product first, then type a period followed by the pack quantity (for example, ".48" for a pack of 48). To return to manual keyboard entry for products not barcoded, for returned items, or for any other reason, simply scan the sticker labeled "Scan Off" or press the pre-loaded function key marked "Scan Off."

The flowchart below gives you a visual understanding of the *basic* Bar Coding process. To help differentiate the menus within the process, the diagram consists of various elements; they are

= required step		=optional step
-----------------	--	----------------

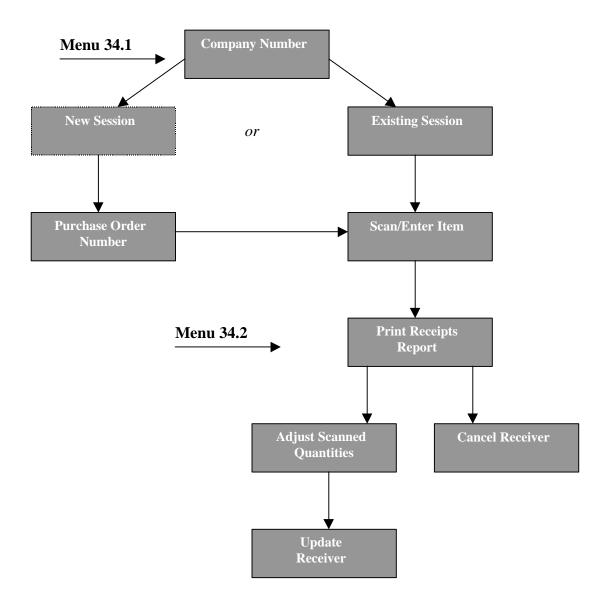


Figure 34-2. Bar Coding Flowchart

### 34.1 Purchase Order Receiving

Receive purchase orders with barcode scanning with a two step process:1) scan the product with Menu 34.1, and 2) update the product on-hands with Menu 34.2.

### Step 1

In preparation for your receiving session, gather all packing slips or documents with purchase order numbers. Because Bar Code Receiving accepts many POs at once, you can quickly scan all products in one session and simultaneously update product and PO quantities.

#### Step 2

Enter your company number.

### Step 3

A list, such as the following, displays receiver numbers from a *prior* scanning session that was suspended:

LN#	RCVR#	PURCHASE ORDER NUMBERS
1	001061	01100213
2	001075	01100230

Resume or begin a new receiving session:

 To <u>resume</u> an existing scanning session, select a line number. All the open and scanned quantities restore.



The Bar Code Receipts file constantly updates as products scan in. This built-in safety feature allows you to pick right back up where the last scan dropped off because of a power outage, system shutdown, or other malfunction.

**Enter** to continue or type 'a' to add new purchase order number(s).

If you **Enter**, a serialized product that is detected on any of the purchase orders entered will prompt

THERE ARE SERIALIZED ITEMS ON THIS RECEIVER - PROMPT FOR SERIAL NUMBERS (Y/N)

Enter 'y' if you want to be prompted to enter serial numbers during receiving; the program stops when it encounters a serialized product.

Proceed to Step 5.

If you choose a to add a new purchase order, proceed with the purchase order entry in the very next step below: receiving a new session.

 To begin a <u>new</u> receiving session, press Enter. A new receiving session prompts for an eight-digit purchase order number.

### Step 4

Enter the next PO number. Once you entered all the purchase order numbers press Enter at the PO NUMBER prompt to begin the scanning process.

Again, if a serialized product is detected on any of the purchase orders entered, the program prompts you accordingly (see Step 3).

Another prompt may also appear; just **Enter** to continue:

P/O 01100214 HAS BEEN RECEIVED COMPLETE. PRESS <ENTER>

#### Step 5

Select from the next prompt:

THEN "SCAN/ENTER ITEM OR '.':QUANTITY, 'R'EVIEW, 'L'ABELS, 'INQ','BC','END'''

SCAN/ENTER ITEM Scan a product bar code with the LS-3070 reader, or type in the product number. The program verifies that the product has a valid part number in your inventory and vice versa.

Once the original PO is entered, you may also enter a period ('.') for the next PO number in sequence. Or, enter a period followed by a number for a quantity entry to affect the previous scan.

#### **Example**

If you received a case of batteries and you know its quantity is 48, you could scan one unit of the product and then type '.48' and Enter. The quantity "48" is then applied to the last scanned product number.

A quantity scanned in error may be backed out by typing a negative quantity preceded by a period. If you enter more than one period/quantity sequence in a row, the quantity continues to accumulate on the last scanned product.



### This option does not work on serialized products if the serial prompt is turned on.

The orders (including backorders) are sorted by order date—oldest to newest. Scan each order for open lines, serialized products, and cancel flags. If the order is accepted, it prints on the screen, otherwise a message displays about the status of the order number you entered.

If the scanned item is on a customer backorder, a large "B/O" and the open backorder quantities display under the scanned quantity. Use this feature to set products aside to facilitate filling customer backorders.

If the part scanned is not on any of the POs entered, the screen beeps repeatedly, displaying a "0" quantity and the message "Not on Purchase Orders":

```
00000
        0000
                0000
                           0000
                                   0000
                                          00000
                                  00 00 00 00
00 00
       00 00
               00 00
                           00 00
00
       00 00
               00 00
                              00
                                     00 00
       000000
               000000 0000 00
                                         0000000
00000
                                    00
                  00 0000 00
                                   00
                                              00
   00
       00
          00
               00
                                         00
00 00
       00
          00
               00
                  00
                                         00
                          000000 000000 000000
00000
        0000
                0000
PRODUCT DESCRIPTION: 111 MOTOR
000000
       00 0000000 00
                     00
                                 000
   00
          00
                 00 00
                                00 00
    00
                 00 00
                        000000 00 00
00
         00
00
    00
          00
                   00
                                00
                                   00
                        000000 00 00
    00
         00
                   00
00
   00 00 00
                   00
                                00\ 00
                   00
000000
                                 000
         00
            *** NOT ON PURCHASE ORDERS***
To Cross Reference '111' to a different Item Number,
Enter 'C' to enter Item Number, 'N' to continue
```

Figure 34-3. "S88-226, QTY=0" Product not on PO

You have two choices at this point:

- 1. For a *new* receiver, either
  - a) cross-reference the item displayed to an existing product number. Enter 'c', then the new item number. The screen of that new number displays, allowing you to cross-reference the bar code to a valid part number on a PO, or
  - b) continue with the prompt at the beginning of Step 5 by typing 'n':

SCAN/ENTER ITEM OR
'.':QUANTITY, 'R'EVIEW, 'L'ABELS, 'INQ', 'BC', 'END'



You cannot add a product to a purchase order with this program, only cross-reference new bar codes to existing products.

2. For an existing receiver, type 'n.'

#### Step 6

Select from one of the following: SCAN/ENTER ITEM OR '.':QUANTITY,'R'EVIEW,'L'ABELS,'INQ','BC','END'

 QUANTITY Enter a quantity for the current item preceded by a period (see example on p. 4 about batteries). A screen such a the following displays:

```
00
 0000
                    00
 00 00 00 00
                    0000
                          00 000 00 00 00
              000
 00 00 00 00
                    00 00 0000 00 0000 00 00
               00
 00 00 00 00 0000
                                        00.00
                   00 00 00 00 00
 0000 00 00 0 00 00 00 00
                              00 00
                                        0000
       0000 00 00 00 00 00 0000 00
                                         00
            *** NOT ON ALPHA.PROD FILE ***
To Cross Reference 'quantity' to an existing Item Number,
Enter 'Y' to enter Item Number, 'N' to continue
```

Figure 34-4. "Quantity" Item not in inventory

To correct an entry, enter or scan a *negative* quantity.

If the item does not exist in your inventory, the screen beeps repeatedly and flashes the message "Not On Alpha.Prod File." The program gives you an option to 1) cross-reference the number to an existing inventory item number by typing 'y' and then an item number, or 2) ignore that part and move on by typing 'n' to return to the main prompt.

'R'EVIEW Enter 'r' to review entries scanned or entered in the *current* session. A separate line displays for each time a product was scanned or entered. This display does not include scans from a previously suspended session. The display includes the product number, scanned quantity, and serial number if applicable.

```
1 B10-120 1
2 B10-120 1
3 B10-120 1
4 B10-120 -1
```

SCAN/ENTER ITEM OR

'.':QUANTITY, 'R'EVIEW, 'L'ABELS, 'INQ', 'BC', 'END'

 'L'ABELS Enter 'I' to print barcode labels for the product currently entered. At the following prompt, enter the quantity of labels to print:

PRINT BARCODE LABELS FOR 'B10-222'. ENTER QUANTITY:

Confirm the quantity by typing 'y\*\*\*'

- 'INQ' Enter '*inq*' for Inquiry Menu (Menu 19) through which you can access Order Entry. Use this option any time during the scanning session. When finished in the Inquiry Menu, the current scanning session re-displays.
- 'BC' (Bar Code) starts another scanning session. Choosing this option suspends the current session, then resumes where you left off when you exit. Use this when you receive a large shipment and a smaller, more urgent one comes in. Type 'bc' to return to very first prompt, COMPANY NUMBER, in Step 2.

 'END' to finish the scanning session and move to the update sequence. Entering 'end' prompts

TOTAL RECEIVER OTY = 0

'C'ANCEL, 'END' TO EXIT, PRESS <ENTER> TO CONTINUE

'C'ANCEL displays the warning

YOU HAVE SELECTED THE 'CANCEL' OPTION. RECEIVING DATA WILL BE DELETED. TYPE 'Y\*\*\*' TO COMMIT, PRESS <ENTER> TO RESUME RECEIVING:

Type 'y\*\*\*' to discard all quantities just scanned and cancel any updates. Or, **Enter** to resume receiving.

- 'END' assigns the receiving session a unique sequential receiver number, and writes the receiving detail to a hold file for reporting and later updating.
- Pressing **Enter** returns to the scan mode for more entries.

If the item scanned has already been received complete, the item is cancelled, or the quantity entered is greater than the quantity open on the purchase order, you must enter 'y\*\*\*' to continue. Otherwise, the screen displays a cumulative total of quantities scanned.

### 34.2 Purchase Order Receipts Report & Adjustments

Print a report—selectable by receiver number of scanned purchase orders—make adjustments to individual lines, and update scanned quantities to the receiving fields of selected purchase orders and product on-hand. This program reviews scan files and lists all receiver sessions not yet updated.

Step 1

Enter your operator initials.

Step 2

Enter the company number.

Step 3

A list, such as the following, displays receiver numbers from a *prior* scanning session that was suspended:

LN#	RCVR#	PURCHASE ORDER NUMBERS
1	001061	01100213
2	001075	01100230

ENTER LINE NUMBER, OR 'END'

Select a line number that corresponds to the receiver session you wish to report and update. The following options appear:

BAR CODE RECEIPTS OPTIONS

'P' TO PRINT RECEIPTS REPORT

'Y\*\*\*' TO UPDATE RECEIVING ON P/O'S

'A' TO ADJUST SCANNED QUANTITIES

'C' TO CANCEL RECEIVER

'END' TO EXIT THIS PROCESS

ENTER SELECTION:

'P'rint for a report of receipts previously scanned but not updated for the selected PO and Receiver. The report lists product numbers, quantities ordered and scanned, and variances between those quantities.

Enter a purchase order number or **Enter** for all. Select a printer. After the report prints, review the report for variances, then select from one of the options above.

14:24:10 1	6 Apr 1998	BAR CO	DE RECE	EIPTS FO	R COMPANY	01	Pz	AGE 1
PO# LN	# RCVR#	VENDOR.	PROD#	VEND#	A.PROD.NO	PO.QTY	RCVD.QTY	VARIANCE
100230 00 100230 00		001 001	B10-360	001	ns-jeff	10 10	1 10	9
100230 00		001	b10-300		0120	10	10	10
	TOTAL FOI	R JOHNSTO	ONE SUPI	PLY, INC	C. 0			

Figure 34-5. Bar Code Receipts report

'y\*\*\*' to update receiving on purchase orders. Enter your operator code (you must have the PO clearance to perform this function). The program applies the receiving quantities to the PO and updates the product and reference files. If serial numbers were entered during receiving, they will update to the product files. The following message appears:

```
UPDATE COMPLETE!! PRESS <ENTER>
```

'A'djust scanned quantities after reviewing the Receipts report. Enter a line number (PO number) to adjust. Information, such as the following, displays:

```
PO# - 01100213 Ln# - 1 ITEM - B10-360 RCVD QTY = ENTER "C" TO CANCEL BACKORDER
```

Type 'c' to cancel the backorder, or **Enter** and type the correct quantity to receive, or **Enter** to leave the quantity as it is. If you change the quantity, confirm ('y') your entry (the line redisplays with corrected quantity). If you answer 'n', the quantity remains the same as when scanned, and the program prompts for another adjustment.

- 'C'ancel completely deletes the previous scans for the selected receiver. Then type 'y\*\*\*' to confirm.
- '*end*' to resume the update process.

### 34.3 Order Verification & Transfers

Verify the accuracy of an order using the barcode scanner. This is helpful in reducing errors associated with normal ticket processing.



Call Database for an estimate on printing bar codes on pick tickets.

Step 1

Enter your operator code. Your name appears after you Enter.

### Step 2

Pick all the products for the order and have them ready for scanning. Scan or type the 11-digit release number to verify. The program reads the release information and displays the customer ship-to name and address.

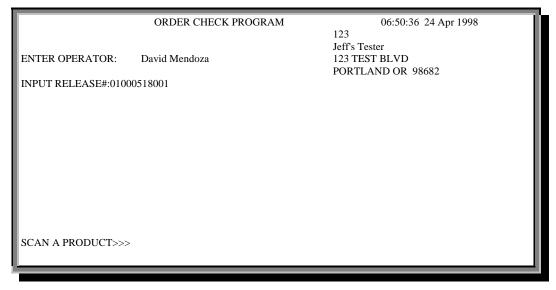


Figure 34-6. Order Check—initial screen

### Step 3

At the prompt SCAN A PRODUCT>>>, scan an item or type the product number. When you scan or enter a product, the program assumes a quantity of one. For products which are bulk packaged, first scan the product, then type (or scan) a period ('.') and the bulk package quantity.

#### Example .24 for a 24 pack

For a *barcode number not on file*, the program prompts

THAT BARCODE HAS NOT BEEN LOADED. LOAD IT NOW (Y/N)?

To load the barcode number into the barcode file, type 'y' and then enter the "Johnstone Number Equivalent" which is the Johnstone product number. From then on, whenever that barcode is scanned, the Johnstone number automatically displays.

• If you scan a *product not on order*, the program prompts:

PRODUCT XXX-XXX IS NOT ON THIS ORDER! ACCEPT (Y/N)?

If you answer 'y' the program displays

SCANNED QTY (N) IS GREATER THAN PICK QTY (0). ACCEPT (Y/N)?

If you enter 'y' to accept, that product is added to the order, otherwise, the program ignores the product and prompts for another scan.

• If you scan a quantity of an item that exceeds the pick quantity on the release, the program responds:

SCANNED QTY (N) IS GREATER THAN PICK QTY (0). ACCEPT (Y/N)?

If you enter 'y' to accept, the "Diff" column on the screen (see below) is the difference between the expected pick quantity and the quantity scanned. This also occurs if you scan fewer items than expected.

		ORDER CI	HECK PRO	GRAM	123	06:57:27 24 Apr 1998	$\exists$
ENTER OP	PERATOR: David	Mendoza				ster T BLVD AND OR 98682	ı
INPUT REI	LEASE#:01000518001						- 1
LN#	PART#	ORD	PICK	B/O	SCAN	DIFF	- 1
1	b10-222	5	0	5	0	-5	- 1
2	S88-226	0	0	0	1	1	- 1
							- 1
							- 1
							- 1
							- 1
							- 1
							- 1
							- 1
							- 1
SCAN A PI	RODUCT>>>						- 1
l							- 1
SCAN A PI	RODUCT>>>						

Figure 34-7. Order Check—screen filled in

### Step 4

When you have finished scanning or entering all the products picked for the order, the "Diff" column should equal zero. This indicates that the order is picked correctly.

At the prompt SCAN A PRODUCT, press **Enter**. The prompt line displays:

ENTER 'D'ISPLAY, 'S'CAN, 'BO' TO BACK OUT, OR '0' TO ACCEPT:

- 'D'isplay redisplays the Order Check Program screen
- 'S'can to display the prompt SCAN A PRODUCT
- 'BO' to backout to the Operator Code prompt to start over
- '0' to Accept displays

ORDER ENTRY (Y/N)

Type 'n' to save the scanned quantities until you call up the release in Order Entry.

Type 'y' to access Order Entry; the next screen depends on the "Diff" column:

• If the order verifies and all the "Diff columns equal zero, the program prompts

ENTER Y\*\*\* TO ACCEPT CHANGES, OR <ENTER> TO CONTINUE

**Enter** and the Line Input screen of Order Entry displays. Or, type 'y\*\*\*' to update the scanned quantities to the pick column and access the Line Input screen. Add any message lines, and then press '0' to accept and finalize the invoice

• If the "Diff" column does *not* equal zero, the Backorder screen displays first:

07:08:12 24 A	Apr 1998	ORDEF	R ENTRY AND INVOICI	NG	1 JSS.TEST dbs
Product Nbr b10-222	Open 5	BACKORDER Avail 16.2	R AVAILABILITY DISPI Product Nbr	LAY Open Avail	
Enter Pick all	lines, Seque	ential maint, or <	Enter> for manual:		

Figure 34-8. Backorder Availability in Order Entry

**Enter** and the program displays the next screen with the prompt line mentioned earlier:

07-09-12-7	24 4 1009	ORDER EN	NTRY ANI	INVOIC	ING	1 JSS.TEST dbs	
LN#	24 Apr 1998 PART#	ORD	PICK	B/O	SCAN	DIFF	
1	b10-222	5	0	5	0	0	
2	S88-226	3	Ü	3	1	1	
ENTER Y	*** TO ACCEPT SC	'AN CHANGES	S OR <ente< td=""><td>r&gt; TO CO</td><td>NTINUE</td><td></td><td></td></ente<>	r> TO CO	NTINUE		
LIVILK	TO NEELI I SE	ZIIV CIIZIIVOEL	OK Ente	12 10 00	TTITLE		

Figure 34-9. Order Entry and Invoicing with scan change option

Enter again and the program prompts

ENTER Y\*\*\* TO IGNORE CHANGES

If you enter 'y\*\*\*' to ignore the changes, the order is *not* updated, and will bill out at the pick quantity on the pick ticket—not the scanned quantity. If there are "Diff" quantities you must either accept or ignore the changes.

Once you have completed the Scan/Order Entry sequence, the program returns to the release number prompt. To exit the program, **Enter** at the release number prompt.

### 34.4 Physical Inventory

The following prompt appears immediately:

PHYSICAL INVENTORY SELECTIONS
1. FREEZE
2. SCAN ITEMS

ENTER 1 OR 2?

#### **Freeze**

To freeze on-hand balances, enter 'I'. The following screen displays:

Freeze On Hand Balances for Physical Inventory.

This Process will copy the CURRENT ON-HAND Quantity to a hold area where it will not be affected by normal processing.

You may specify a particular warehouse number to freeze, or ALL. NOTE: YOU CANNOT RUN THE FREEZE PROGRAM FROM MORE THAN ONE TERMINAL AT A GIVEN TIME!!!

Do Want To Freeze On Hand Balances (Y\*\*\*/N)?

#### Figure 34-10. Freeze On-Hand Balances

Enter 'y\*\*\*' to proceed with the freeze, and then enter specific warehouse number or 'all'. Entering 'n' returns to the main menu.



For more details, please reference Menu 9.2, Freeze Onhand/Spool P.I. Tags.

#### Scan Items

To scan new items, enter '2'. Enter a specific warehouse number and the following prompt appears:

SCAN/ENTER ITEM OR '.':QUANTITY,'R'EVIEW,'L'ABELS,'INQ','END'



For more details, please refer to Menu 9.4, Enter Actual PI Counts.

### 34.5 Physical Inventory Non Scanned Report

Print a report of scanned inventory items to make adjustments to individual items and/or update the scanned quantities to the count field of the PI.TAG file for later update using Menu 9.5.

Be sure to run the next six Physical Inventory procedures in addition to this menu, 34.5:

- 9.3 to print the PI tags
- 9.5 to update the variance (after Menu 34.5 verifies for no un-scanned items)
- 9.12 to print the variance report
- 9.4 or 34.4.2 to enter corrections
- 9.6 for a final update
- 9.15 to print the value comparison report

### Step 1

Select a printer destination. If you just want to update the file, enter 'hs' to suppress the printing.

### Step 2

Enter a warehouse number. The program reviews the scan file and then lists all items that have not been scanned (see figure below).

16 Apr 1998	PHYSICA	PAGE 1			
PI.TAG DATE	PRODUCT#	DESC	OLD CNT	WHS.LOC	CREATE
100002	S88-006	G321 MOTOR	53		01/23/98
100003	S88-007	G326 MOTOR	10		01/23/98
100004	S88-008	G329 MOTOR	78		01/23/98
100005	S88-009	G344 MOTOR	13		01/23/98
100006	S88-010				

Figure 34-11. Physical Inventory Items not Scanned

### 34.6 Scan Item# Serial# for Shipping

Select this menu to immediately display a list of receiver numbers from a *prior* scanning session that was suspended:

LN#	KEY	ITEM#/ SERIAL#
5	13	B10-128 B10-129
		654545 ASD5F45
6	14	G22-662 G22-663
		A5SDF 65454A
7	15	G22-664 G22-665]B10-120]B10-121]B10-121]B10-121
		5D4F4]6ADF4A]3213213131]ASDFASDFADS]111222]ASDFASDF
8	16	G22-662
		12345
Enter LIN	E NUMBER, «	ENTER> for new scan, or 'END' ?

Figure 34-12. List of Receiver Numbers

LINE NUMBER Select a line number to scan or review. Choose from the next prompt:

```
SCAN/ENTER ITEM NUMBER, 'R'EVIEW, 'INQ', 'END'?
```

Scanning or entering a new item number displays the item number and prompts INPUT SERIAL NUMBER? Type the serial number and **Enter** (that number displays on the screen). The "Scan/Enter" reappears. Type '*end*' and then print or cancel the scan from the next prompt,

```
ENTER 'P'RINT REPORT, 'C'ANCEL SCAN, OR 'END'?
```

(You may also 'r'eview or 'inq'-see page 10.)

- ENTER Press Enter and the same prompt as above appears.
- END Type '*end*' to return to main menu.

15:11:59 24	Apr 1998 BAR	CODE LIST OF ITEMS/SERIAL NUMBERS	PAGE 1
QTY 	ITEM NUMBER	SERIAL NUMBER	
1 1	B10-123 111	54418 111111	
<u> </u>			

Figure 34-13. Bar Code List of Items/Serial Numbers—sample report

### 34.7 Bar Code Cross-reference Maintenance

This menu is similar to Menu 12.3.1, Alpha Product Maintenance, in that you can assign several names to a part number, thus growing the cross-reference file. Packages may have several different bar codes, such as manufacturing bar codes or Johnstone bar codes. Update barcode numbers to your regular inventory SKU's.

### Step 1

Enter your operator initials.

#### Step 2

At the PRODUCT NUMBER prompt, scan or enter the barcode number you want to load.

### Step 3

When the program prompts NOT ON FILE. IS THIS A NEW ITEM  $(Y/\langle CR \rangle)$ ?, answer 'y'.

### Step 4

Enter the cross-reference product number: the SKU to which this barcode corresponds. Normally, the program automatically loads "JM" in the TYPE CODE field. This code translates the scanned number to the regular SKU when you enter the number. Regular maintenance of these product numbers keeps the barcode functions working smoothly.

### Step 5

Choose your options from the next prompt:

ENTER LINE#, BACKOUT, DELETE, EDIT, 0 TO ACCEPT

### Step 6

When finished, '0' to accept, and then enter next new product number or 'end.'

### 34.8 Print Bar Code Labels

This function assumes you have a printer on your system that is capable of printing barcodes.

### Step 1

Select a print option:

### BARCODE LABEL PRINT OPTIONS:

ENTER OREGING PRODUCT MINISTERS

- 1. ENTER SPECIFIC PRODUCT NUMBERS
- 2. PRINT ALL PRODUCTS FOR SPECIFIC P/O
- 3. PRINT A RANGE OF PRODUCT NUMBERS

ENTER OPTION:?

### Step 2

If you select Option 1, enter a product number; for Option 2, skip to Step 4; for Option 3, enter the beginning and then ending product number. The program accepts any valid product number on the system, even standard Johnstone numbers.

### Step 3

Enter the number of labels to print. Then, type y' to print the labels or n' to not print them.

### Step 4

Enter a purchase order number if you chose Option 2. Then repeat Step 3.



OPEN QUANTITY is used as the basis for the number of labels to print for each product.

14:42:51 16 Apr 1998	BAR CODE LIST	OF ITEMS/SERIAL NUMBERS	PAGE 1
QTY 	ITEM NUMBER	SERIAL NUMBER	
1 1	B10-125 1111	5D5D 12345	

Figure 34-14. Barcode list of labels

### 34.9 Assign Default Bar Code Printer

Assign the default printer for all your barcoding.

### Step 1

Enter your operator initials.

### Step 2

Enter the company number. Your default printer number displays:

```
BARCODE DEFAULT PRINTER MAINTENANCE

COMPANY: 01
1. DEFAULT PRINTER R

Enter Line#, Backout, DELETE, Edit, 0 to Accept
```

Figure 34-15. Barcode Default Printer Maintenance

You may type '?' at "Default Printer" to display your printer options.

"R" signifies the bar code printer is plugged directly to your terminal (also referred to as "slave printer"). If the bar code printer is set up as a serial printer option on the system (in the Printer Select screen), enter a printer number instead of "R."

### Step 3

Type '0' to accept. Enter next company number or 'end'.

# **Appendix**

### **Screen Column Headings**

Name	Meaning	
A.PROD.NO	Product number	
B/O	Open backorders	
CREATE DATE	Date order created	
DESC, DESCRIPTION	Product description	
DIFF	Discrepancy between counts	
LN#	Line number that corresponds to an open ar entry.	
OLD CNT	Old count; last count	
ORD	Order	
ORDER\$	Order total, rounded to nearest whole dollar	
PI.TAG	Physical inventory tag number	
PO#, PO. NO.	Purchase order reference number	
PO.QTY	Quantity of purchase order	
PROD#, PRODUCT#	Product number	
RCVD.QTY	Quantity received	
RCVR#	Receiver number	
SCAN	Quantity scanned	
VARIANCE	Difference between old and new count	
VEND#	Vendor number	
WARELOC, WHS.LOC,	Warehouse location where product is	
WHS-LOC	found (copied from Menu 12.3.2.3)	

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