

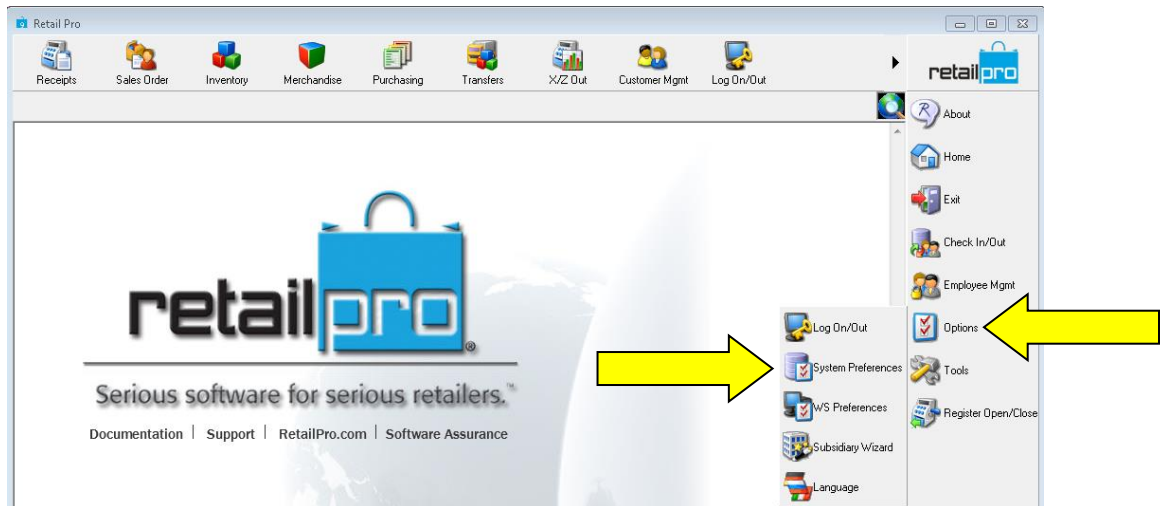


Serial Number Tracking Retail Pro v9

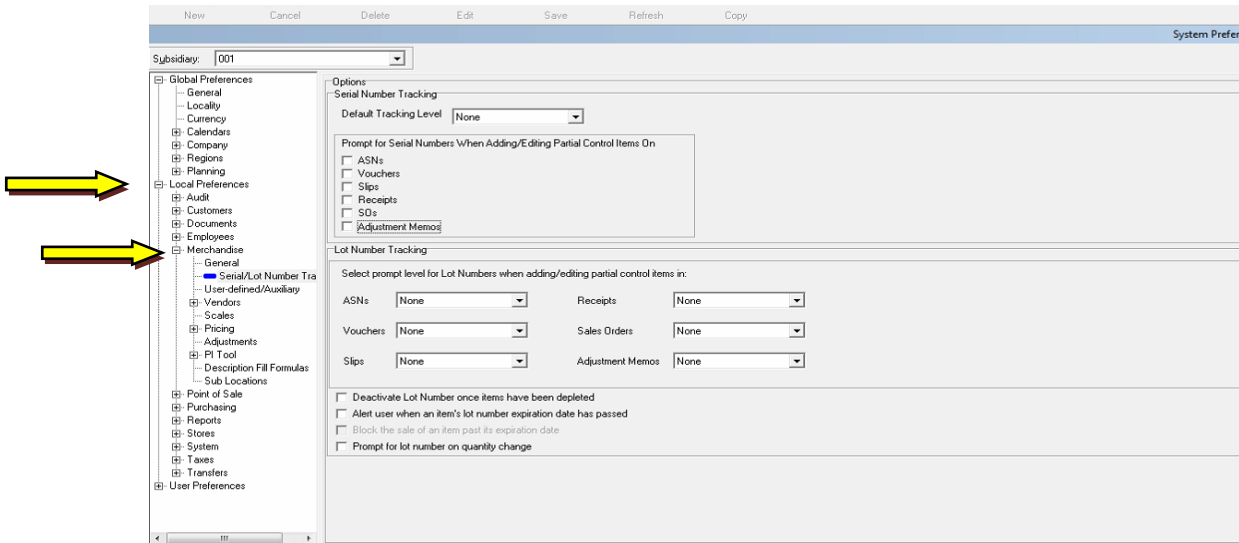
<https://youtu.be/KssrKluL3Zw>

In Retail Pro v9 you can assign a Partial or Full serial number to item. This document will go over the steps on setup and implementation.

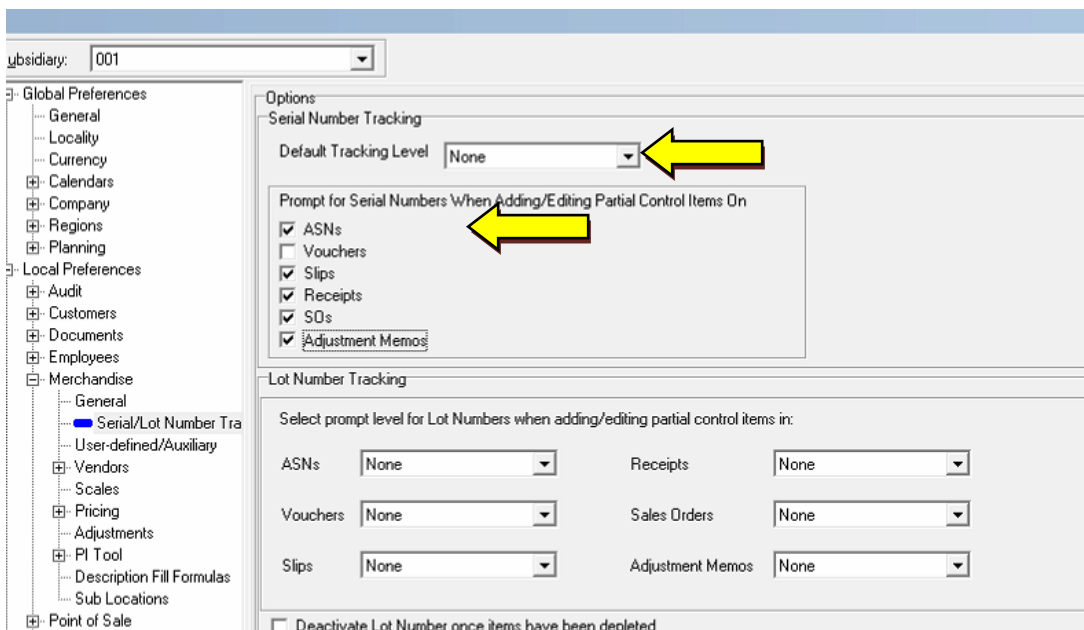
1. We will start by selecting **Options**, then select **System Preferences** on the Side Menu.



- Next we expand **Local Preferences**, then **Merchandise** and click on **Serial/Lot Number Tracking**.



- The first option we have here is **Default Tracking Level**. This will set the default Serial type for new items added to Inventory. Full Serial items always require a serial number, Partial items only require on specified documents. The documents for Partial Serial items are listed below. The documents unchecked will not **Require** a serial to be entered for the item.



- Then we want to go add the Serial type to the items in **Inventory**. You can set it for either Partial or Full.

Subsidiary: 001

DCS Code: [] Description 1: [] Size: [] UPC: [] Item Location: []
 Vendor Code: [] Description 2: [] Attribute: [] ALU: []

ALU	Global UPC	DCS	Item #	Vend Name	Desc2	Vend Code	Desc1	Serial Type	Alt
10001		JEWEA	89	ALASKA CREATIONS	EAR SM HOOK	3025	J-EG1-3	Full	GOLD
10002		JEWEA	90	ALASKA CREATIONS	EAR SM HOOK	3025	J-ES1-3	Partial	SILVE
		SOVTY	92	Enjoy Life Inc.	BASEBALL AK S	2235	BASEBALL AK STARS	None	MULT
		SOVTY	93	Enjoy Life Inc.	BASEBALL I HE	2235	BASEBALL I HEART AK	None	
		JEWEA	94	ALASKA CREATIONS	EAR LG HOOP (3025	DD-EG2-1	None	GOLD
		JEWEA	95	ALASKA CREATIONS	EAR LG HOOP S	3025	DD-ES2-1	None	
		MEDPH	96	Misc items	PHOTO MISC		PHOTO HOLDER	None	RED

- Next, go to Serial Numbers on the side menu to Add or Delete a Serial number from the item. You can add a serial number by selecting New Serial.

Store No: BND Serial No Count: 0 Total Quantity for Serial No: 0
 Serial No: [] Store OH Qty: 0 Diff between Store OH Qty and Total SN Qty: 0

Serial No	Store No	SubLoc	Qty	Received	Sold	Transferred	SO Reserved	Returns
93	ALAS							
94	ALAS							
95	ALAS							
96	Misc #							
97	LELA							
98	LELA							
99	ALAS							
100	ALAS							
101	ALAS							
102	ALAS							
103	EAGL							
104	LELA							
105	FISHI							
106	EAGL							
107	EAGL							
108	EAGL							
109	FISHI							
110	EAGL							
111	EAGL							

New Serial [] Inactive [] Show History [] Ok [] Cancel []

6. When creating the document, a Full serial number item requires a serial number when the item is added to the document. Partial serial number items only require a serial number if the document type is selected in System Preferences as shown above.
 - a. If an item is not required to have a serial number when the document is made you can add it if needed.

Here is an example of the Serial Number Entry screen that prompts the user when a Serial item is added.

