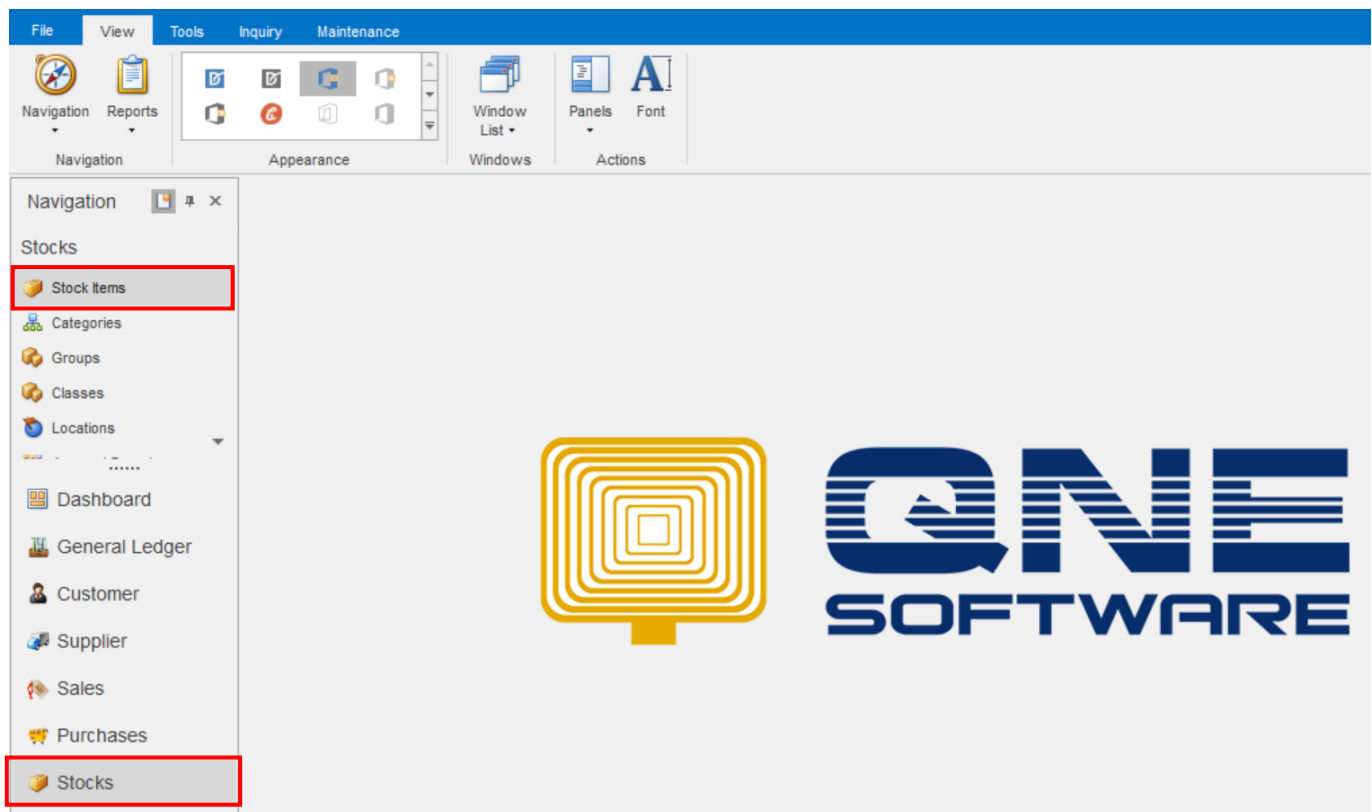




HOW TO TRANSACT ITEM WITH SERIAL NUMBER

Serial Number is a unique identifier assigned to an item sequentially or incrementally.

To set a serial number to an item, go to the Stock Module then Stock Items using the Navigation Panel.



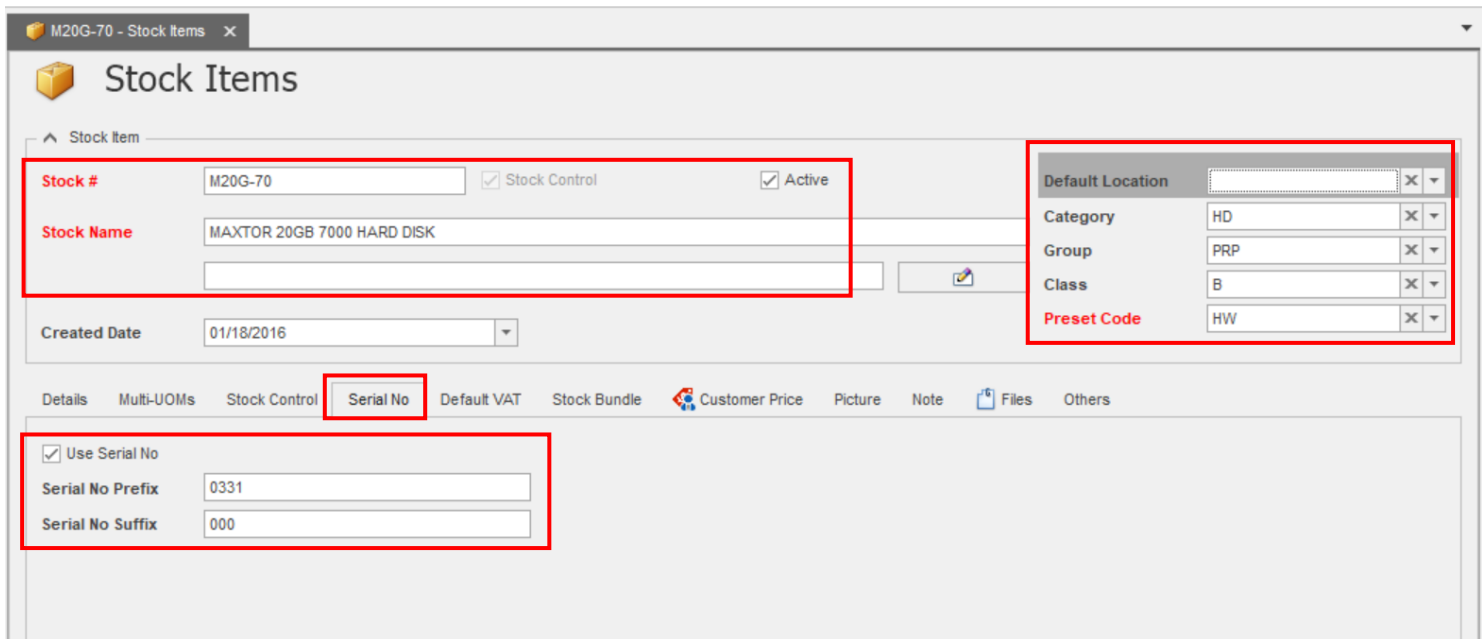
Now, create an item which should have a serial no.

Fill up all the necessary information of the item such as the Stock Code, Stock Name, Stock Group, Stock Class, Stock Category, Preset Code, etc.

Then go to the Serial No. Tab and check the Use Serial No.

Once checked, Serial No Prefix and Serial No Suffix field will be enabled.

You may input a preferred default prefix code and suffix code to a serialized item.



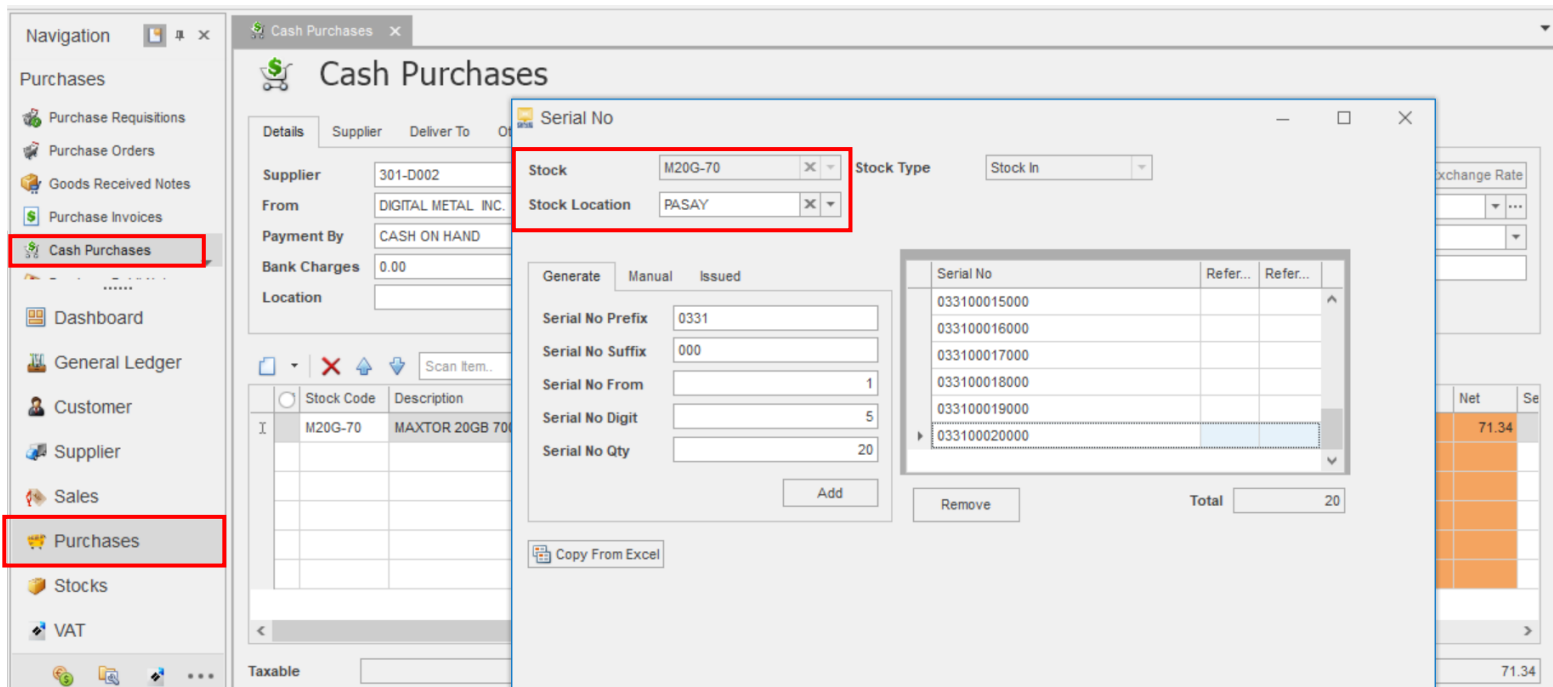
The screenshot displays the 'Stock Items' form in the QNE software. The 'Serial No.' tab is selected, and the 'Use Serial No' checkbox is checked. The 'Serial No Prefix' is set to '0331' and the 'Serial No Suffix' is set to '000'. The 'Stock #' is 'M20G-70', 'Stock Name' is 'MAXTOR 20GB 7000 HARD DISK', and 'Created Date' is '01/18/2016'. The 'Default Location' is set to 'HD', 'Category' is 'HD', 'Group' is 'PRP', 'Class' is 'B', and 'Preset Code' is 'HW'. The 'Stock Control' and 'Active' checkboxes are also checked.

Field	Value
Stock #	M20G-70
Stock Name	MAXTOR 20GB 7000 HARD DISK
Created Date	01/18/2016
Serial No Prefix	0331
Serial No Suffix	000
Default Location	HD
Category	HD
Group	PRP
Class	B
Preset Code	HW

Once set-up, you can now transact the item with serial function activated.

Note: Serial Function only works on the transactions in which requires stock movement.

Go to Purchase Module and purchase the item using the Cash Purchase.



The screenshot displays the 'Cash Purchases' window in the QNE software. The 'Details' tab is active, showing fields for Supplier (301-D002), From (DIGITAL METAL INC.), Payment By (CASH ON HAND), Bank Charges (0.00), and Location. A 'Serial No.' window is overlaid on top, showing the 'Generate' tab. In this tab, the 'Stock' is set to 'M20G-70' and the 'Stock Location' is 'PASAY'. The 'Serial No. Prefix' is '0331', the 'Serial No. Suffix' is '000', the 'Serial No. From' is '1', the 'Serial No. Digit' is '5', and the 'Serial No. Qty' is '20'. A table lists the generated serial numbers: 033100015000, 033100016000, 033100017000, 033100018000, 033100019000, and 033100020000. The 'Total' is 20. The 'Purchases' module is highlighted in the left sidebar.

When you try to transact the item with serial no enabled, it will open up a window form where in you need to identify the serial numbers that will be recorded inside the system.

In the Generate Tab, it will show you the default Serial No. Prefix and Serial No. Suffix.

Serial No. From field - input the starting point of the serialization

Serial No. Digit field – how many place values does serial will start to generate

Serial No. Qty field – how many serial numbers to be generated

Once done, click add.

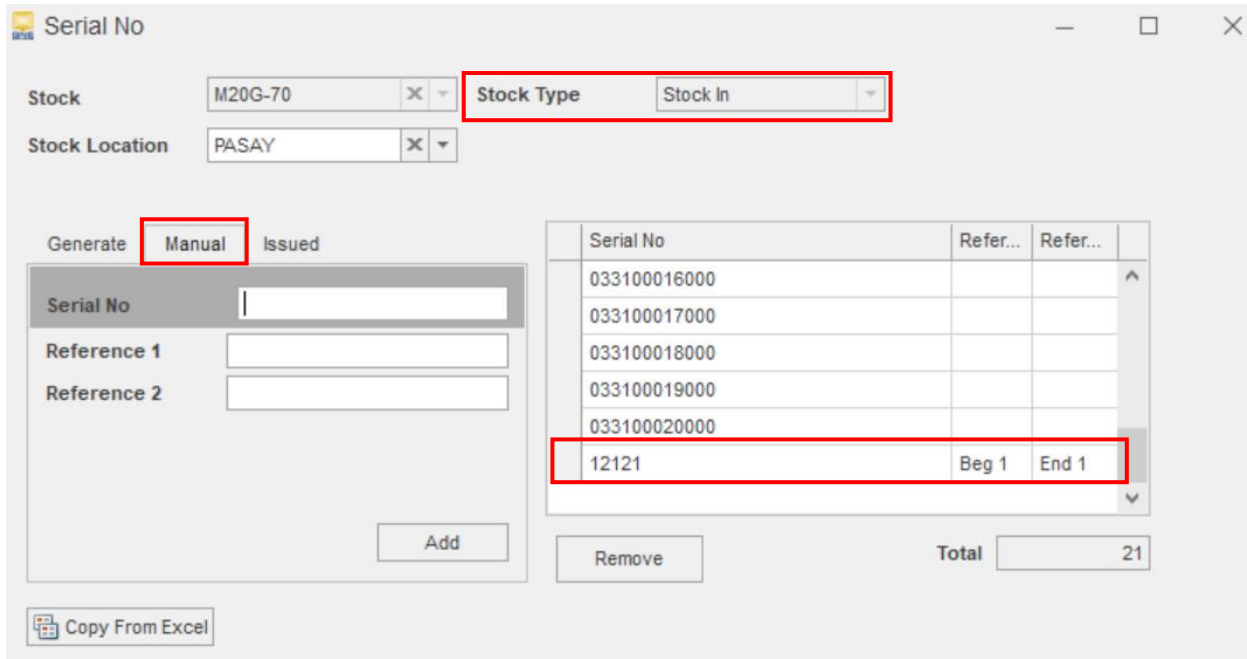
Serial No	Refer...	Refer...
033100001000		
033100002000		
033100003000		
033100004000		
033100005000		
033100006000		
033100007000		

Remove Total 20

Yellow – Serial No Prefix

Green – Serial No Suffix

Blue – Generated Serial Nos.



Serial No

Stock: M20G-70 Stock Type: Stock In

Stock Location: PASAY

Generate Manual Issued

Serial No:

Reference 1:

Reference 2:

Add Remove

Copy From Excel

Serial No	Refer...	Refer...
033100016000		
033100017000		
033100018000		
033100019000		
033100020000		
12121	Beg 1	End 1

Total: 21

You can also add manually a serial no by going to the Manual tab and input the serial no.

It will also show on the list of all serial numbers that has been recorded in the system's database.

The Stock Type determines that this transaction is a stock in adjustment to the inventory balance.

When done, click ok.

The transaction will now have a red watermark that there is a serialized item that has been used inside the document number.

The quantity of the serial number will affect as well the quantity of the transaction as shown below.

Cash Purchases (Serial No In Used)

Details Supplier Deliver To Others Notes Files Info

Supplier: 301-D002 Currency: USD Rate: 42.05000000 Exchange Rate

From: DIGITAL METAL INC. Attention: LISA Doc Date: 03/28/2018

Payment By: CASH ON HAND Purchaser: ALVIN CP No.: CP1803/001

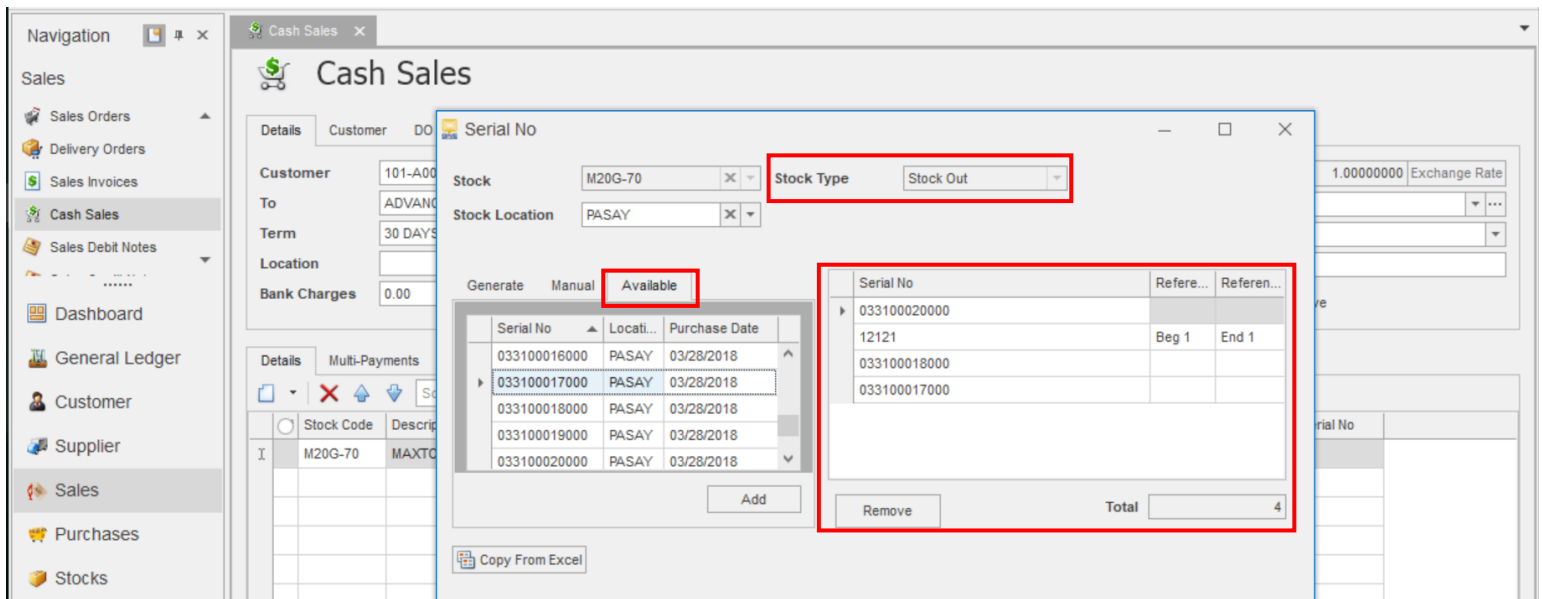
Bank Charges: 0.00 Cheque No.: Reference No.:

Location: Project: ☐ Post To AP ☒ Tax Inclusive

Stock Code	Description	F.Desc	Qty	UOM	Unit Pri...	Disc	Amount	Tax Code	Tax	WTax Code	WTax	Net	Se
M20G-70	MAXTOR 20GB 7000 HARD...		21	UNITS	71.34		1,498.14	SR-PNCI	160.52			1,498.14	Ye

Taxable: 1,337.62 Tax: 160.52 Due Amount: 1,498.15

When you try to sell the item with serials, another Serial form will appear.



Cash Sales

Details Customer DO

Customer: 101-A00
To: ADVANC
Term: 30 DAYS
Location:
Bank Charges: 0.00

Stock: M20G-70
Stock Location: PASAY
Stock Type: Stock Out

Generate Manual **Available**

Serial No	Locati...	Purchase Date
033100016000	PASAY	03/28/2018
033100017000	PASAY	03/28/2018
033100018000	PASAY	03/28/2018
033100019000	PASAY	03/28/2018
033100020000	PASAY	03/28/2018

Add

Copy From Excel

Serial No	Refere...	Referen...
033100020000		
12121	Beg 1	End 1
033100018000		
033100017000		

Remove Total 4

In the Available tab, you can see all the serials available for selling. Just click add and it will add to the Serial No. list

Please do note what stock type is being presented in the form.