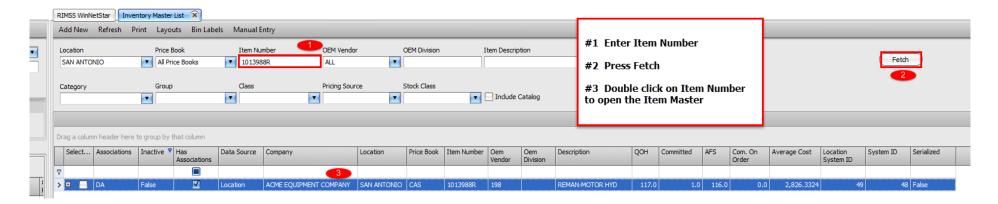


## Serialized Parts How to Enter a Serial Number on a Parts Sale

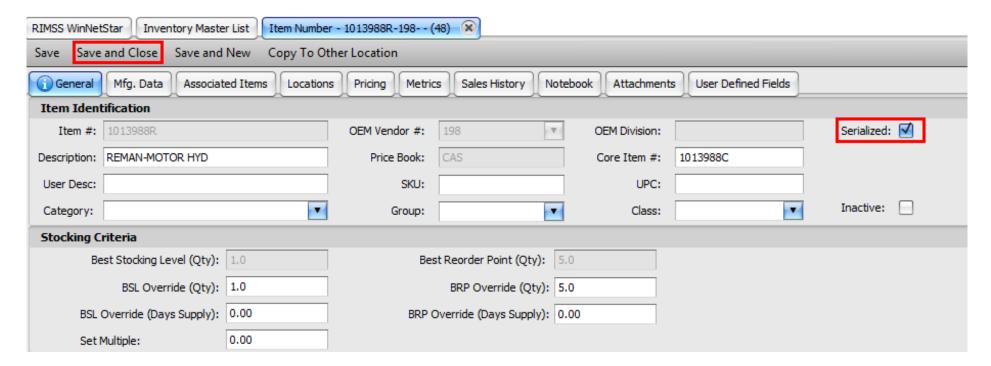
Software Development RIMSS Business Systems Technology In certain situations there is a need to enter a Serial Number of a part that is being sold to a customer and the Serial Number needs to be printed on the Sales Document. These instructions will cover how to set the Part Master to prompt for a Serial Number, how to correct a Serial Number that was entered incorrectly and how to track the Serial Number that was sold.

The control of serialized parts is done in the Item Master. The Item Master has a check box to indicate when the item is sold; a Serial Number must be entered. The Item Master does not contain the Serial Number.

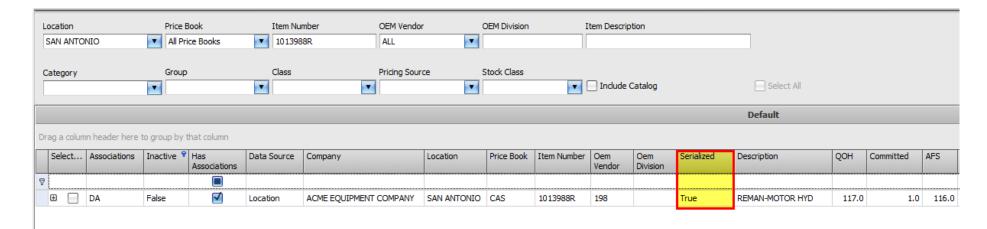
## Open the Item Master from Inventory → Find → Inventory Item



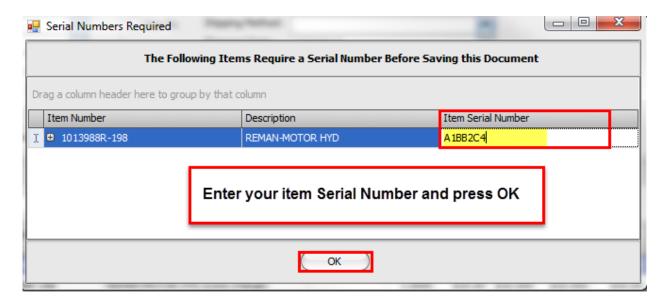
## In the Item Master, check mark the Serialized box, then Save and Close



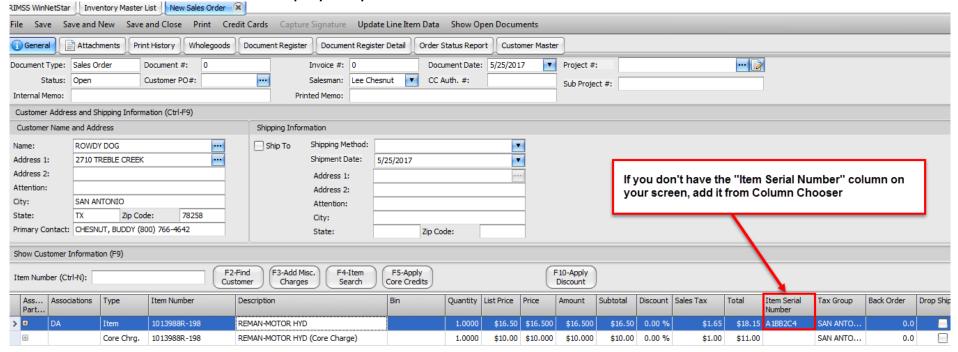
Your Inventory Item List has a column (Serialized) that can be added to your layout to indicate if the item is serialized.



After you have entered your item number on the sales document and you attempt to save the document, the following window will display for you to enter the Serial Number



## The Serial Number entered will display on your screen in the "Item Serial Number" column

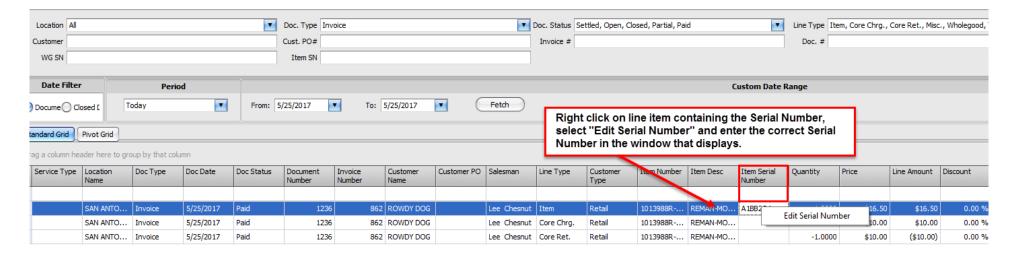


Invoice sample with printed Serial Number

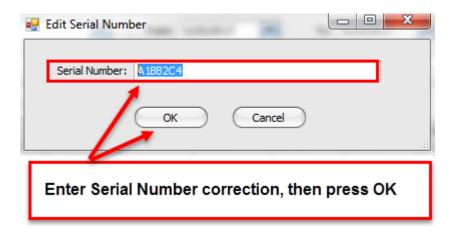
ROWDY DOG (10001B) 2710 TREBLE CREEK					Ship	Ship To:		Source Sales Order 1234		
				Invoice						
SAN ANTONIO	TX	78258								
Contact CHESNUT, BUDDY (800) 766-4642										
Item Number		В	Bin Location				Sales	Extended	Back Order	
Description	Qty	List	Price	Amount	Disc	Subtotal	Tax	Amount	Drop Ship	
013988R-198		•	•	•		•			0.0000	
EMAN-MOTOR HYD	1.00	\$0.00	\$16.500	\$16.50	0.00%	\$16.50	\$1.65	\$18.15		
N: A1BB2C4										
013988R-198									0.0000	
EMAN-MOTOR HYD (Core harge)	1.00	\$0.00	\$10.000	\$10.00	0.00%	\$10.00	\$1.00	\$11.00		
013988R-198									0.0000	
EMAN-MOTOR HYD (Core eturn)	-1.00	\$0.00	\$10.000	(\$10.00)	0.00%	(\$10.00)	(\$1.00)	(\$11.00)		

If you find that you entered the Serial Number incorrectly, it can be corrected in the Customer Line Item Detail Report.

Navigate to Reports → Customers → Customer Line Item Detail Report



Enter the corrected Serial Number in the window below



You can then reprint a copy of the invoice containing the corrected Serial Number.

The Customer Line Item Detail Report also gives you the ability to search for any invoices containing a specific Serial Number

