



## Barcoding



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## Chapter 1 - How to Get Your Inventory Barcoded

### *If you are a brand new store and are using the RSSS Purchase Order Module*

Setup the Purchase Order parameters (POPARAMS) to automatically print barcodes when you are receiving.

See Figure 1.

Control File Main	1 RSSS APPLIANCES	6/20/07 7:54 am
Drop Characters? <input type="checkbox"/> No	Bar Code Labels Per Item: 1 1	
Update A/P? No	Bar Code Prices to Print: No No No	
Print 2nd Desc? No	Default PO Type: P/0	
AP Status? Open	Sort by Ship To: Yes	
Form to Print? 5	Update Warehouse Loc?: Y	
Vendor Comments? Yes	<div style="border: 1px solid black; padding: 5px; text-align: center;">           Press <b>F9</b> when finished            entering all parameters         </div>	
Freight in Cost? No		
Update Cost? Yes		
Using Faximum? No		
Faximum Printer?		
Input (Y)es if the prefix to the model nbr should be dropped		

**Figure 1 Barcode Parameter Controls**

The fields on this screen are explained below. The bar code label parameters on this screen need to be addressed for barcoding.

**DROP CHARACTERS?** Enter a Y for yes if the prefix to the model number should be dropped.

**BAR CODE LABELS PER ITEM?** Input the number of bar code labels to print for miscellaneous items; Input the number of bar code labels to print for serialized items.

**UPDATE A/P?** Enter a Y for yes to automatically update accounts payable from the purchase order update process.

**BAR CODE PRICES TO PRINT** Enter a Y for yes to print the list price on the bar code labels. Enter a Y for yes to print the regular price on the bar code labels. Enter a Y for yes to print the sale price on the bar code labels.

**PRINT 2<sup>ND</sup> DESC?** Enter a Y for yes to print the second description on the purchase order.

**DEFAULT PO TYPE** Enter a P for purchase order or an R for requisition for the default purchase order type.

**AP STATUS?** Enter an H for hold or an O for open for the default accounts payable invoice status created from the purchase order.

**SORT BY SHIP TO** Enter a Y for yes to sort by ship to location when printing the purchase order.

**FORM TO PRINT** Enter the bar code label character pitch format to print.

- 1) 17.5 characters per inch
- 2) 20 characters per inch
- 3) 10 characters per inch #2
- 4) 17.5 characters per inch #2
- 5) Laser format

**UPDATE WAREHOUSE LOC?** Enter a Y for yes to automatically link to "inventory warehouse location maintenance" from the purchase order inventory load moduled (POINLOAD).

**VENDOR COMMENTS?** Enter a Y for yes to move vendor comments to the purchase order comments when adding a purchase order.

**FREIGHT IN COST?** Enter a Y for yes to add freight cost into the cost of inventory.

**UPDATE COST?** Enter a Y for yes to update the cost on the model number when inventory is received.

**USING FAXIMUM?** Enter a Y for yes if you company uses Faximum software to fax purchase orders.

**FAXIMUM PRINTER?** If using Faximum software to fax purchase orders, enter the name of the fax printer.

You may print up to 99 barcode labels per item. After receiving the purchase order into the system, the barcodes are automatically printed to your barcode blaster and are ready to be placed on your inventory items.

If for some reason the barcodes did not print at the time of receiving, you may rerun the barcodes labels using either the option 6 off the Barcode Menu "6. Print Serialized Labels" program (CITSELBL) or the option 7 off the Barcode Menu "7. Print Misc Labels" program (CITMSLBL). See Figures 2 and Figure 3.

**Print Serialized Labels (CITSELBL)**

Serialized Label Program		06/20/07
Purchase Order Number:	20	
Invoice Number:	0	
Trust Receipt Number:		
Location:	0	
Labels Per Serial Number:	1	
Beginning Received Date:	6/20/07	Ending: 6/20/07
Select By Description:	N	
Select By Model Number:	N	
Select By Serial Number:	N	
Select By UPC:	N	
Print List Price?:	N	Our Price Line?: Y
Print Sale Price?:	N	
Beginning Returned Date:		Ending: 12/31/79
Purchase Order Number To Print(Zero Selects All)		

**Figure 2 Serialized Label Program Screen**

**PURCHASE ORDER NUMBER** Enter the purchase order number to print. Leave as a zero to select all purchase orders.

**INVOICE NUMBER** Enter the invoice number to print. Leave as a zero to select all invoices.

**TRUST RECEIPT NUMBER** Enter the trust receipt number to print. Leave blank to select all trust receipts.

**LOCATION** Enter the location number to print.

**LABELS PER SERIAL NUMBER** Enter the number of labels to print for each serial number.

**BEGINNING RECEIVED DATE** **ENDING** Press the ENTER key through these two fields if you want to accept the default dates; otherwise, enter the receiving start and end dates you want to print labels for in MMDDYY format and press the END key to advance. If you change the default dates, you do not have to enter the slashes (/); they will format into the field when you press the END key to advance.

**SELECT BY DESCRIPTION** If answered Y for yes, you may enter up to three different descriptions. Partial descriptions can be entered so that any item with a description that begins with the entered partial description will be selected to print labels for.

**SELECT BY MODEL NUMBER** If answered Y for yes, you may enter up to three different model numbers to print labels for. A partial model number may be entered followed by an asterisk (\*) to select all model numbers that begin with entered model number. NOTE: You may effectively select by product code by entering the product code part of the model number followed by an asterisk.

**SELECT BY SERIAL NUMBER** If you answered Y for yes, you may enter up to five serial numbers to print labels for.

**SELECT BY UPC** If you answered Y for yes, you may enter up to three different UPC codes to print labels for.

**PRINT LIST PRICE** If you answered Y for yes, the list price for the item(s) will print on the label(s).

**PRINT OUR PRICE** If you answered Y for yes, the original price for the item(s) will print on the label(s).

**PRINT SALE PRICE** If you answered Y for yes, the sale price for the item(s) will print on the label(s).

**BEGINNING RETURNED DATE**                      **ENDING** Press the ENTER key through these two fields if you want to accept the default dates. Enter the returned start and end dates you want to print labels for in MMDDYY format and press the END key to advance. If you change the default dates, you do not have to enter the slashes (/); they will format into the field when you press the END key to advance. If you want the print labels for ALL returned dates, your return starting date should be 01/01/80 or leave the starting date blank and use the ending date of 12/31/79.

**Print Miscellaneous/Accessory Labels (CITMSLBL)**

Miscellaneous Label Program		06/20/07
Purchase Order Number:	<input type="text" value="20"/>	
Invoice Number:	0	
Trust Receipt Number:		
Location:	1	
Labels Per Model Number:	1	
Label(s) for Book?: Y	Current Inventory?: N	Print Sale Price?: N
Beginning Received Date:	6/20/07	Ending: 6/20/07
Select By Description:	N	
Select By Model Number:	N	
Select By UPC:	N	
Our Price Line?: Y		
List Price Line?: N		
Purchase Order Number To Print(Zero Selects All)		

**Figure 3 Miscellaneous/Accessory Label Program Screen**

**PURCHASE ORDER NUMBER** Enter the purchase order number to print. Leave as a zero to select all purchase orders.

**INVOICE NUMBER** Enter the invoice number to print. Leave as a zero to select all invoices.

**TRUST RECEIPT NUMBER** Enter the trust receipt number to print. Leave blank to select all trust receipts.

**LOCATION** Enter the location number to print.

**LABELS PER MODEL NUMBER** Enter the number of labels to print for each model number (item).

**LABEL(S) PER BOOK?** Enter a Y for yes to print one label for each model number (item).

**CURRENT INVENTORY?** Enter a Y for yes to a print label(s) for every item quantity currently on hand.

**PRINT SALE PRICE?** Enter a Y for yes to print the sale price on the label(s).

**BEGINNING RECEIVED DATE** **ENDING** Press the ENTER key through these two fields if you want to accept the default dates; otherwise, enter the receiving start and end dates you want to print labels for in MMDDYY format and press the END key to advance. If

you change the default dates, you do not have to enter the slashes (/); they will format into the field when you press the END key to advance.

**SELECT BY DESCRIPTION** If answered Y for yes, you may enter up to three different descriptions. Partial descriptions can be entered so that any item with a description that begins with the entered partial description will be selected to print labels for.

**SELECT BY MODEL NUMBER** If answered Y for yes, you may enter up to eight different model numbers to print labels for. A partial model number may be entered followed by an asterisk (\*) to select all model numbers that begin with entered model number. NOTE: You may effectively select by product code by entering the product code part of the model number followed by an asterisk.

**SELECT BY UPC** If you answered Y for yes, you may enter up to three different UPC codes to print labels for.

**OUR PRICE LINE?** If you answered Y for yes, the original price for the item(s) will print on the label(s).

**LIST PRICE LINE?** If you answered Y for yes, the list price for the item(s) will print on the label(s).

### **Keeping things barcoded...**

To keep things barcoded, when serialized inventory has been returned from rental, print the serialized barcode label using the CITSELBL program. Be sure to enter the proper location, open your received dates to be all inclusive and enter the appropriate return date. See Figure 4.

Serialized Label Program		06/05/06
Purchase Order Number:	0	
Invoice Number:	0	
Trust Receipt Number:		
Location:	1	
Labels Per Serial Number:	1	
Beginning Received Date:	6/05/06	Ending: 6/05/06
Select By Description:	N	
Select By Model Number:	N	
Select By Serial Number:	N	
Select By UPC:	N	
Print List Price?:	N	Our Price Line?: Y
Print Sale Price?:	N	
Beginning Returned Date:	6/02/06	Ending: 6/02/06
Any Changes:	<input checked="" type="checkbox"/>	

**Figure 4 Serialized Label Program Screen**

**PURCHASE ORDER NUMBER** Enter the purchase order number to print. Leave as a zero to select all purchase orders.

**INVOICE NUMBER** Enter the invoice number to print. Leave as a zero to select all invoices.

**TRUST RECEIPT NUMBER** Enter the trust receipt number to print. Leave blank to select all trust receipts.

**LOCATION** Enter the location number to print.

**LABELS PER SERIAL NUMBER** Enter the number of labels to print for each serial number.

**BEGINNING RECEIVED DATE**      **ENDING** Press the ENTER key through these two fields if you want to accept the default dates; otherwise, enter the receiving start and end dates you want to print labels for in MMDDYY format and press the END key to advance. If you change the default dates, you do not have to enter the slashes (/); they will format into the field when you press the END key to advance.

**SELECT BY DESCRIPTION** If answered Y for yes, you may enter up to three different descriptions. Partial descriptions can be entered so that any item with a description that begins with the entered partial description will be selected to print labels for.

**SELECT BY MODEL NUMBER** If answered Y for yes, you may enter up to three different model numbers to print labels for. A partial model number may be entered followed by an asterisk (\*) to select all model numbers that begin with entered model number. NOTE: You may effectively select by product code by entering the product code part of the model number followed by an asterisk.

**SELECT BY SERIAL NUMBER** If you answered Y for yes, you may enter up to five serial numbers to print labels for.

**SELECT BY UPC** If you answered Y for yes, you may enter up to three different UPC codes to print labels for.

**PRINT LIST PRICE** If you answered Y for yes, the list price for the item(s) will print on the label(s).

**PRINT OUR PRICE** If you answered Y for yes, the original price for the item(s) will print on the label(s).

**PRINT SALE PRICE** If you answered Y for yes, the sale price for the item(s) will print on the label(s).

**BEGINNING RETURNED DATE**                      **ENDING** Press the ENTER key through these two fields if you want to accept the default dates. Enter the returned start and end dates you want to print labels for in MMDDYY format and press the END key to advance. If you change the default dates, you do not have to enter the slashes (/); they will format into the field when you press the END key to advance. If you want the print labels for ALL returned dates, your return starting date should be 01/01/80 or leave the starting date blank and use the ending date of 12/31/79.

Using these tools, inventory should stay barcoded year round and will make selling, renting and inventorying easier.

### ***If you are not a new store and want to get your existing inventory barcoded***

Here are a few ideas to get your barcoding rolling. Depending on how your warehouse is organized and how your model number and descriptions are setup will probably dictate the path you will take.

Both of your barcode labeling programs allow you to select by model number, description and/or serial number. The easiest way to barcode is to take it in small increments. For example, if you have your product codes setup for Appliance Laundry (AL) or if all descriptions of dryers start out with DRYER run the Print Serialized Labels Program (CITSELBL) similar to Figure 5 or Figure 6.

Keep following this example for each category until all inventory is barcoded.

```

Serialized Label Program                                07/30/07
Purchase Order Number:                                0
Invoice Number:                                      0
Trust Receipt Number:                                0
Location:                                             1
Labels Per Serial Number:                            1
Beginning Received Date:                             Ending: 7/30/07
Select By Description: N

Select By Model Number: Y
AL

Select By Serial Number: N

Select By UPC: N

Print List Price?: N   Our Price Line?: Y   Print Sale Price?: N
Beginning Returned Date:                             Ending: 12/31/79

Any Changes: 
    
```

**Figure 5 Serialized Label Program Screen by product code**

```

Serialized Label Program                                07/30/07
Purchase Order Number:                                0
Invoice Number:                                      0
Trust Receipt Number:                                0
Location:                                             1
Labels Per Serial Number:                            1
Beginning Received Date:                             Ending: 7/30/07
Select By Description: Y
Description          Description          Description
DRYER
Select By Model Number: N

Select By Serial Number: N

Select By UPC: N

Print List Price?: N   Our Price Line?: Y   Print Sale Price?: N
Beginning Returned Date:                             Ending: 12/31/79

Any Changes: 
    
```

**Figure 6 Serialized Label Program Screen by description**

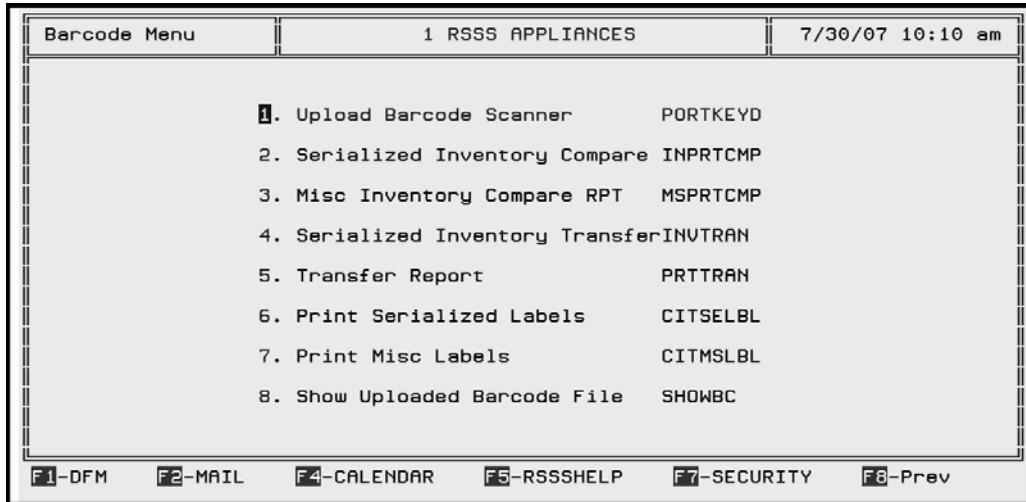
## Chapter 2 - Inventory Data Collecting Barcode Device

In working with the inventory data collecting barcode device, (referred to as the P460 scanner, blaster, phaser) there are some overview concepts you need to be aware of:

1. Clearing data off the scanner
2. Getting data in the scanner
3. Getting data from the scanner into the RSSS system
4. Viewing your data on the RSSS system (show file)
5. Running compare (exception) reports
6. Transferring Inventory (from one location to another) using a barcode device

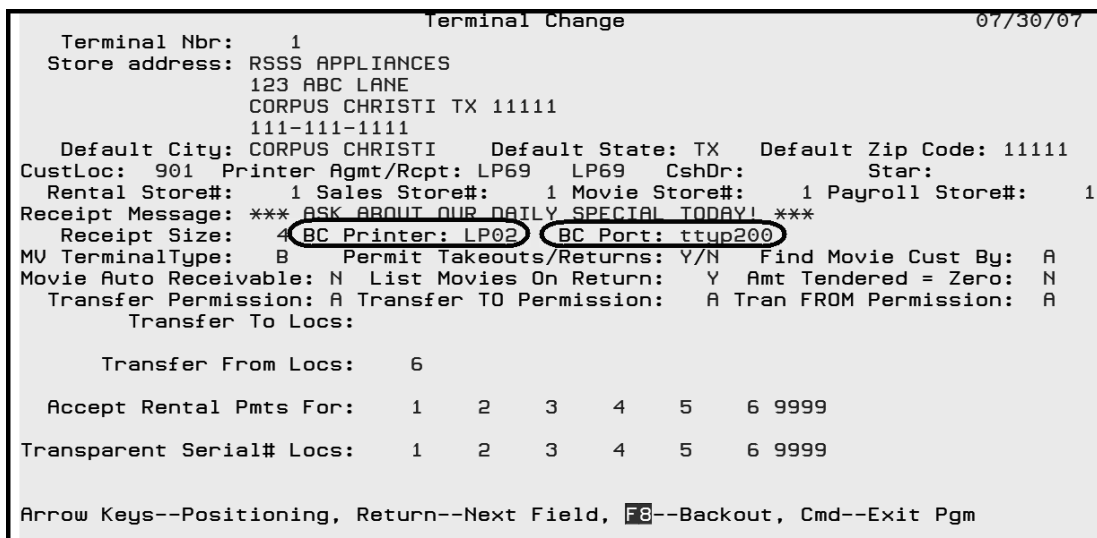
## Chapter 3 - Barcode Menu (BARCODE)

Barcoding can be handled through the BARCODE menu option. To display this menu, press the F10 key and then type BARCODE at the command line prompt. The barcode menu will display as seen in Figure 7.



**Figure 7 Barcode Menu**

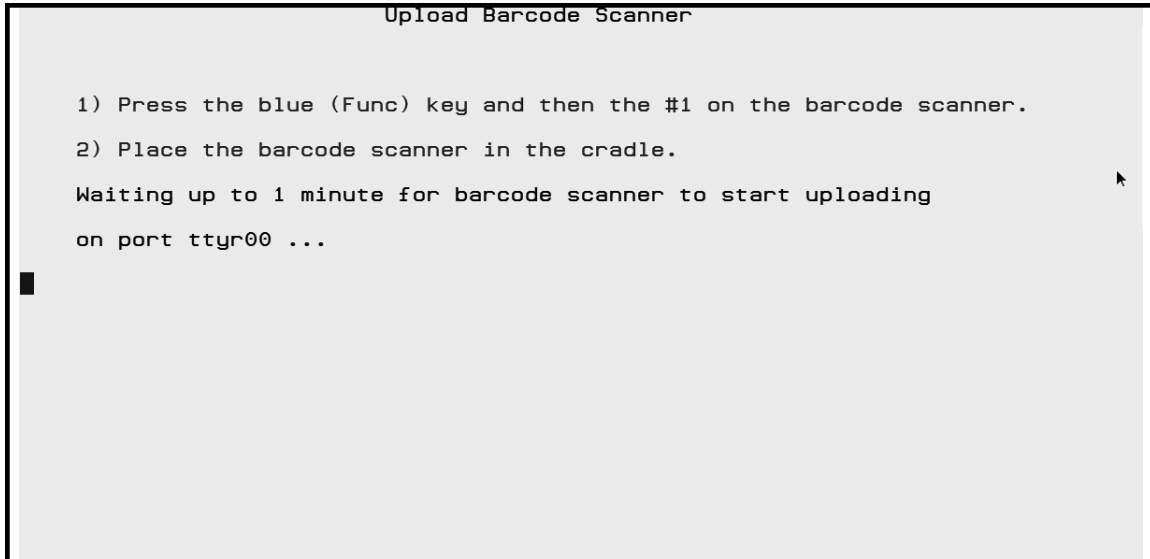
In your store's terminal maintenance record(s) for the terminal you will be handling your barcoding from, the following has been defined for you to identify your barcode printer and your barcode port. These two definitions are important in eliminating problems and ensuring success of your uploading and printing during the barcode process. See Figure 8 for a snapshot of a terminal record and where these two items are defined.



**Figure 8 Terminal Maintenance Record where barcode printer and port are defined**

## Chapter 4 - Uploading Data from the Barcode Scanner

To upload the data from the barcode scanner device, select the option "1. Upload Barcode Scanner" using your arrow keys to highlight the menu option and then pressing ENTER or by pressing the number 1 key or by pressing the F10 key and typing in PORTKEYD. You will see a screen similar to Figure 9.



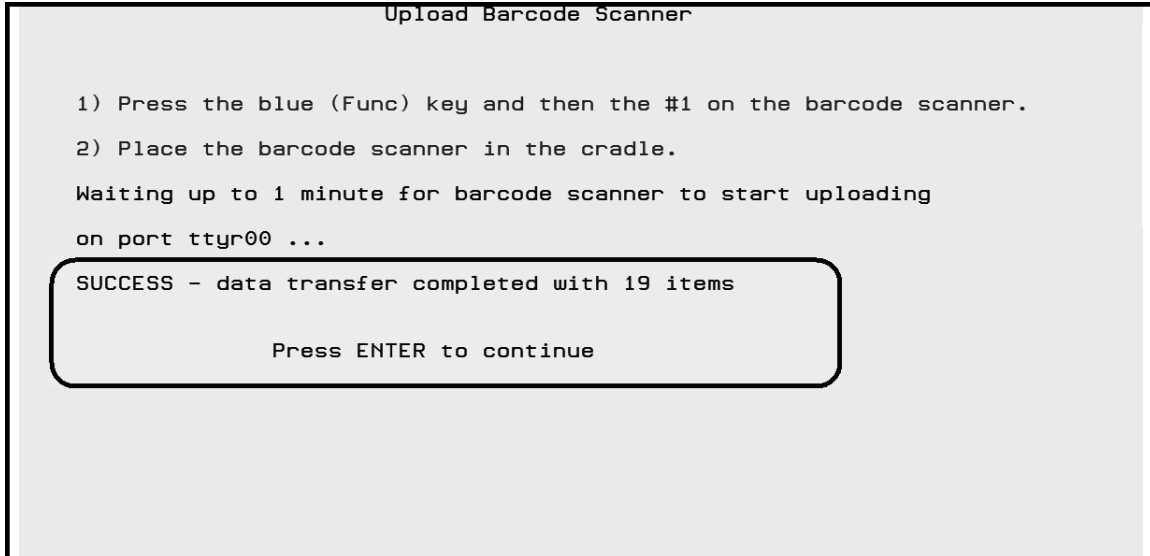
**Figure 9 Uploading the data from the barcode scanner**

Follow the steps on the screen in Figure 9.

**1) Upload your file from the barcode scanner by pressing F(Func) + 1 on the barcode scanner.** On the barcode scanner, press the Func key, then press the number 1 key on the barcode device. The barcode scanner will display **CONNECT UNIT TO HOST NOW** on its display screen.

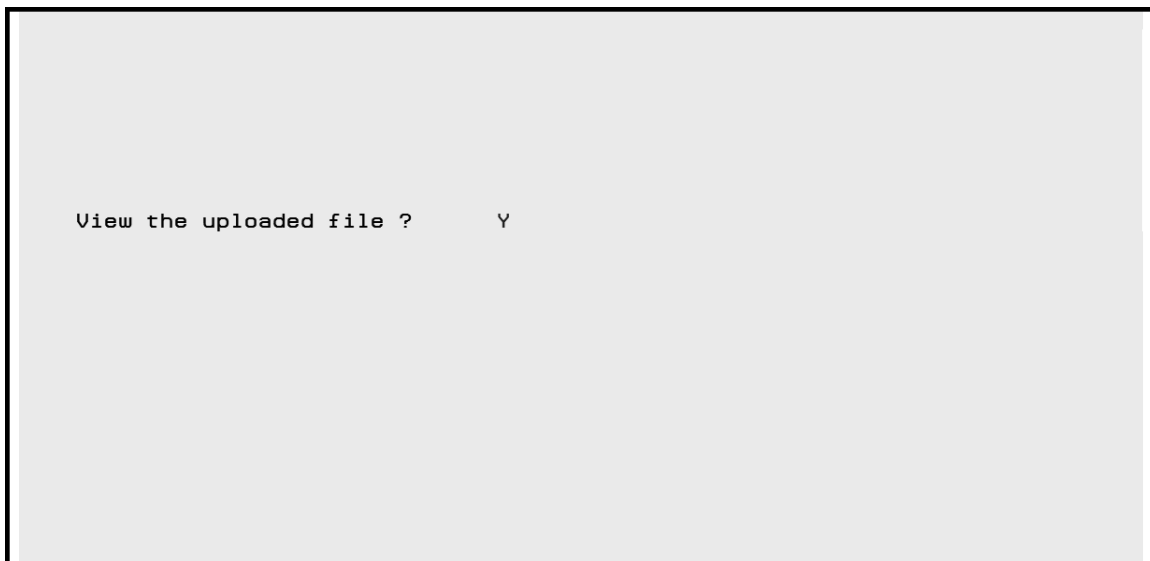
**2) Then Place (the barcode scanner) in the Cradle.** This will initiate the upload process and the file will begin to upload. After the file is uploaded and the upload is complete, you will hear a series of three quick audio beeps from the barcode device (there will be a message on the barcode device saying it is **FINISHED**). You will be prompted on the barcode device to either delete the data you just downloaded by pressing the ENTER key or saving the data on the barcode device by pressing the BK (back) key. **Press nothing at this time on the barcode scanner.** You will delete the data later. NOTE: RSSS recommends running the Compare Report first before deleting the data off the barcode device. RSSS recommends deleting the data (clearing the scanner) before you start gathering data again.

Once the system has uploaded the data successfully from the barcode scanner, you will receive a SUCCESS message as seen in Figure 10.



**Figure 10** *Uploading the data from the barcode scanner successfully*

**3) After The File Is Uploaded Press the Enter Key On the PC Keyboard to display the 'view the uploaded file' prompt.** Once the file has completely loaded on to the RSSS system, press the ENTER key on the computer keyboard and view the file that you just uploaded (Showing the Uploaded Bar Code File on the next page) to make sure it is the correct and complete file before moving on and running the compare report. See Figure 11.



**Figure 11** *View the uploaded file prompt*

Figure 12 is an example of the file that was just uploaded from the barcode scanner.

```

100248
100228
100064
100089
100732
100756
100757
54554544
5555555555
444444
88888
999999
4544545445
777777777
25132
0010028B
04965802
220400714
TEST
**EOF**

F1-Fwd  F2-Back  F6-L/Nos  Bottom  Top  Find  Next  Help  Quit  F8-New Path

```

**Figure 12** Viewing the actual uploaded file

## Chapter 5 - Showing the Uploaded Bar Code File

You can also view the uploaded file by running the option "Show Uploaded Barcode File SHOWBC" off the BARCODE Menu. Or off of any menu, press the F10 key and type in SHOWBC and press the ENTER key. You will see the screen in Figure 13.

**CAUTION:** You need to be logged in the same way you were when you uploaded the barcodes to the system in order to view the uploaded barcode file. For example if you were logged in as sta01 when you uploaded the file, you need to be logged in as sta01 when you go to view the file.

```

THE UPLOADED FILE IS 1 HOUR(S) OLD
DO YOU WANT TO CONTINUE? N

```

**Figure 13** Prompt telling you how old the file is

You will be given the information related to how old the uploaded file is, in other words, when it was last uploaded for this login.

Enter a Y at the prompt "Do you want to continue?" to display the uploaded file.

Press the Q for quit key to exit.

## Chapter 6 - Running the Compare Report

If you are working with serialized inventory, you will want to run [the serialized inventory compare report](#). If you are working with miscellaneous/accessory inventory you will want to run [the miscellaneous/accessory inventory compare report](#).

### Running the Serialized Items Compare Report

Next highlight the option off of the RSSS BARCODE Menu using your up and down arrow keys on your computer keyboard and select "2. Serialized Inventory Compare" by pressing the ENTER key or type the number 2 or press the F10 key and type INPRTCMP. Enter the printer number for the report to print to or enter a filename so that you can view the file using the show file (sf) utility. Press the ENTER key if necessary to advance to the next screen, see Figure 14.

```

Portable Serialized Inventory Compare Report

Enter Store Numbers:  1    0    0    0    0
Select by Model Nbr: N
                    Model Nbrs:

Select by Desc: N
                Descs:

Compare Scan to: S

Enter Store Number
  
```

**Figure 14 Portable Serialized Inventory Compare Report Screen**

**ENTER STORE NUMBERS** Enter the store number to run the inventory compare report for. You may enter up to five store numbers to compare the barcodes you downloaded.

**SELECT BY MODEL NUMBER** Enter a Y for yes to select certain model numbers to compare the downloaded barcode file to. For example, if you were only doing inventory on appliances, you could select A\*. Enter an N to compare all model numbers.

**MODEL NBRS** If you selected Y to 'Select by Model Number' enter up to five model numbers or the first few characters of model number followed by an \* to compare the barcode file you downloaded to.

**SELECT BY DESC** Enter a Y for yes to select certain descriptions to compare the downloaded barcode file to. Enter an N to compare all descriptions.

**DESCS** If you selected Y to 'Select by Desc', enter up to three descriptions to compare the downloaded barcode file to. If you leave an N for no in this field, any descriptions you enter will not be compared to. This allows you to perform a physical inventory on certain descriptions.

**COMPARE SCAN TO** Enter a B to compare against the barcode numbers or enter an S to compare against the serial numbers in the system. In some cases the barcode and the serial number may be one and the same.

Once you have entered your choices, press the F9 key. You will be prompted "Any More Changes: N". If you are ready to run the compare report, accept the default of N by pressing the ENTER key. The report will run and the results will go to the printer or pathname you selected.

The report will display the discrepancies or exceptions between what was scanned and what is in idle inventory in the RSSS system. See Figure 15.

```

RUN DATE: 07/23/07
TIME: 18:04:15
                                RSSS APPLIANCES
                                PRINT OF PORTABLE SERIALIZED INVENTORY EXCEPTIONS
                                PAGE: 1

MODEL NUMBER  SERIAL NBR  BAR CODE #  DESCRIPTION  LOC  STATUS  PROBLEM DESC
ARWRLERSAHKXRB EU2107092  EU2107092  REFRIGERATOR RF2  1  N  SERIAL NBR NOT READ BY BAR CODE READER
ALFRIFEQ332ES  XD72107714  XD72107714  DRYER FRONT LOAD DR2  1  R  SERIAL NBR NOT READ BY BAR CODE READER
ESJVTCH-D60    102C1470    102C1470    HOME THEATER HT4  1  N  SERIAL NBR NOT READ BY BAR CODE READER
                08829
                NOT IN INV FILE
                SERIAL NBR NOT IN INVENTORY FILE
FOASHL288154  100197      100197      LAMPS LP2A  901  0  BARCODE/SERIAL NBR NOT AT LOCATIONS ENTERED
                42012010  NOT IN INV FILE
                SERIAL NBR NOT IN INVENTORY FILE
                5258000494  NOT IN INV FILE
                SERIAL NBR NOT IN INVENTORY FILE

TOTAL COUNT: 7

TIME FINISHED: 18:04:15
    
```

**Figure 15 Serialized Inventory Compare Exception Report Example**

**Messages on the Compare Report**

In an ideal situation, your compare report should have no exceptions on it. However, in certain situations, exceptions may be on your report and you may need to document them on this report as to what is going on with that item. If there are exceptions that can be corrected, please correct them on the RSSS system and rerun the report.

Below are the some of the exception messages that may appear on your report that will need to be addressed.

**BARCODE NBR NOT IN INVENTORY FILE** The barcode number is not found in the RSSS system. You may get this if you are running the compare report by barcode number. Example: There is a 19" TV at location 9999 with a barcode number of 888999. The item was scanned into the P460 barcode device. However, the item has not been received into the RSSS system yet. For this reason, there is a detail line on the

report displaying an exception that barcode number 888999 is not in the inventory file.

**SERIAL NBR NOT IN INVENTORY FILE** The serial number is not found in the RSSS system. You may get this if you are running the compare report by serial number. Example: There is a 19" TV at location 9999 with a serial number of 888999. The item was scanned into the P460 barcode device. However, the item has not been received into the RSSS system yet. For this reason, there is a detail line on the report displaying an exception that serial number 888999 is not in the inventory file.

**BARCODE/SERIAL NBR NOT AT LOCATIONS ENTERED** The barcode/serial number is listed at a different location in the RSSS system. Example: There is a 19" TV with the serial number of 888999 and this was scanned on the P460. In the RSSS system, the item was received into location 111. For this reason, there is an exception detail line displaying that the serial number 888999 is not at this location.

**SERIAL NBR NOT READ BY BAR CODE READER** The serial number is in the RSSS system for this location but the item was not located in the upload file. Example: At location 9999 there is a 19" TV with the serial number 888999 in the RSSS system. The item was NOT in the P460 barcode device (it was not scanned). For this reason, there is a detail line on the compare (exception) report displaying this exception that serial number 888999 was not read by the bar code reader.

**INVALID STATUS FOR THIS LOCATION** This item has a different status other than idle in the RSSS system.

### ***Running the Miscellaneous/Accessory Items Compare Report***

To run the Compare Report for miscellaneous/accessory items, select the option "Misc Inventory Compare RPT" off the BARCODE Menu using your arrow keys or press the F10 key and type MSPRTCMP on the command line. Enter the printer number for the report to print to or enter a filename so that you can view the file using the show file (sf) utility. Press the ENTER key. See Figure 16.

```

Inventory Compare Report

Location to Compare: 0
Select by Model #: N
Model Nbrs:
Select type of file: C
Enter Name of File:
Update System Qtys: N
Zero Uncounted Qtys: N

Enter Location to Compare

```

**Figure 16 Inventory Compare Report for Miscellaneous/Accessory Items**

**LOCATION TO COMPARE** Enter the location number to compare the barcodes you downloaded.

**SELECT BY MODEL NUMBER** Enter a Y for yes to select certain model numbers to compare the downloaded barcode file to. Enter an N to compare all model numbers.

**MODEL NBRS** If you selected Y to 'Select by Model Number' enter up to two model numbers or the first few characters of model number followed by an \* to compare the barcode file you downloaded. This allows you to perform a physical inventory on certain model numbers.

**SELECT TYPE OF FILE** Enter a "C" for comma delimited or "D" for PDT3100 or a "P" for Phaser. If you are using a P460 Memory Scanner, enter a P. You would use a C to comma delimit the item barcodes in the file that will be created and exported, for example, into an excel spreadsheet. If you are scanning barcodes with a Phaser, you would enter a P.

**ENTER NAME OF FILE** Enter the file name if you selected a "C" to comma delimit the items in the file. If you selected a "D" or "P", leave this field blank and press the ENTER key.

**UPDATE SYSTEM QTYS** Enter the file name if you want to update the quantities on the RSSS system. Enter an N if you DO NOT want to update the quantities UNTIL AFTER you run the compare program and report.

**ZERO UNCOUNTED QTYS** If the item was not read, enter a Y for yes if you want the quantities to be zeroed out on the RSSS system for the items that are not scanned.

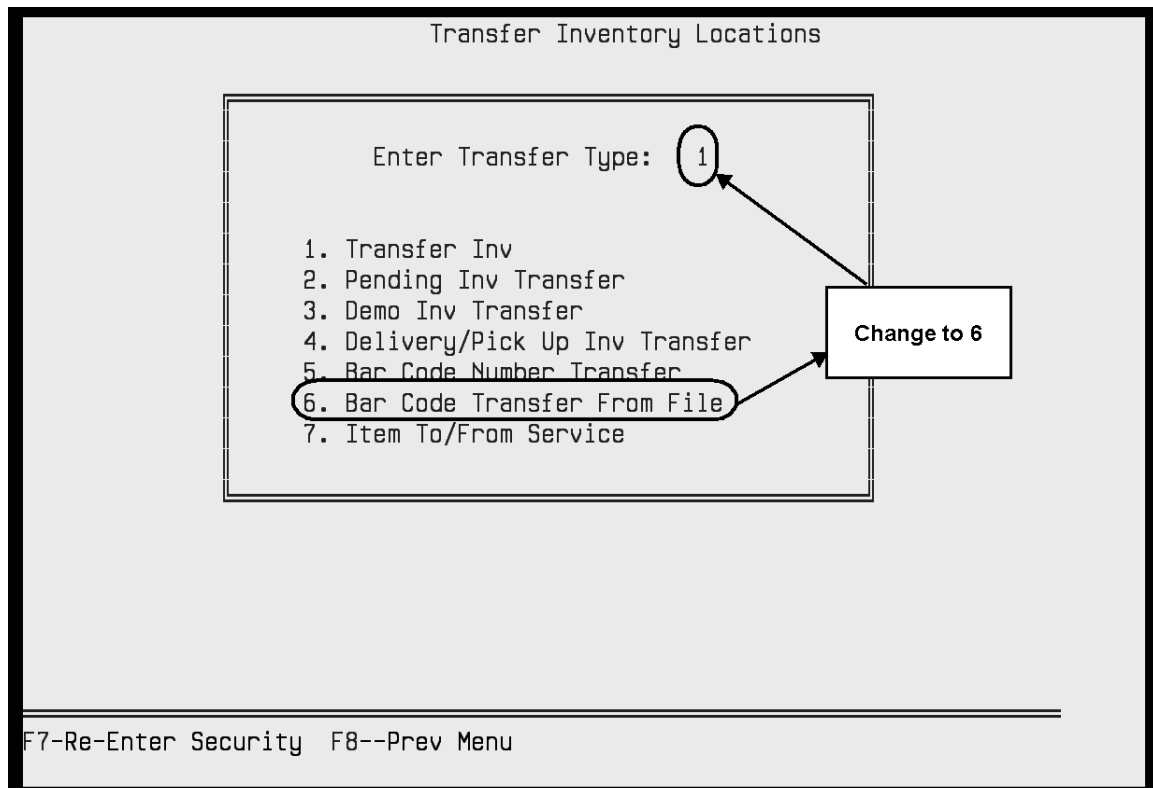
**\*\*\* Please verify your counts and have a good backup of your item file and inventory before answering YES to this question.**

Once you have entered your choices, press the F9 key. You will be prompted "Any More Changes: N". If you are ready to run the compare report, accept the default of N by pressing the ENTER key. The report will run and the results will go to the printer or pathname you selected.

## Chapter 7 - Transferring Inventory using the Barcode Device

To transfer inventory (for example from one location to another) using a barcode device, select "4. Serialized Inventory Transfer" (INVTRAN) off of the BARCODE Menu by either using the arrow keys to highlight the option and then pressing ENTER or by typing the number 4 or press the F10 key and at the command line prompt type INVTRAN and press the ENTER key.

Enter the printer number for the transfer receipt(s) to print to or enter a filename so that you can view the file using the show file (sf) utility after the transfer is complete. Press the ENTER key. See Figure 17.



**Figure 17 Transfer Inventory Locations Selections Screen**

Select "6. Barcode Transfer From File" and you will be taken to a Barcode Number Transfer From File screen. See Figure 18.

Bar Code Number Transfer From File		
Old Location: █ 0	New Location: 0	Transfer Date: 1/05/06
Compare Scan to: B	Input File Name:	
Current Inventory Location		
F8--Prev Menu		

**Figure 18 Barcode Number Transfer From File Screen Option B**

**OLD LOCATION** Enter the location number from where you want to transfer from. If you are transferring from the barcode upload file, select your pending location number.

**NEW LOCATION** Enter the new location you want to transfer to. If you are transferring from the barcode upload file, select your store number.

**TRANSFER DATE** The system date will be prompted, press enter to accept.

**COMPARE SCAN TO**

- B = Barcode** - If you will be transferring a single or one barcoded item at a time.
- S = Serial Number** - If you will be transferring a single one serial number for an item at a time.
- D = Download** - If you are downloading the barcodes from a PDT3100 barcode device.
- I = Input File** - If you are uploading the barcodes from a P460 Memory Scanner (Phaser device). See Figure 19.

**INPUT FILE NAME** Enter a file name here only if you selected the I for Input File. This file name is always TRANSFER. If you selected B, S or D for the COMPARE SCAN TO field, you can leave this blank.

Bar Code Number Transfer From File		
Old Location: 1001 PENDING LOC 1	New Location: 1 RSSS APPLIANCES #1	Transfer Date: 7/30/07
Compare Scan to: I    Input File Name: TRANSFER █		
<p>For the (I) compare scan to option, the input file name. The first 10 characters of the file must contain the number you want to transfer.</p>		
F9--Prev Menu		

**Figure 19 Barcode Number Transfer From File Screen Option I**

Once you have entered your choices, press the F9 key. You will be prompted "Any More Changes: N". If you are ready to transfer the inventory, accept the default of N by pressing the ENTER key. The inventory will be transferred.

## Chapter 8 - Print Inventory Transfer Report

To view the inventory you transferred, run an inventory transfer report by selecting "5. Transfer Report" off the BARCODE Menu by using the arrow keys and highlighting this option and pressing ENTER or typing the number 5 or by pressing the F10 key and at the command line and typing in PRTTRAN and pressing the ENTER key. You will be prompted to select a printer or file pathname. Enter the printer number for the report to print to or enter a filename so that you can view the file using the show file (sf) utility. Press the ENTER key. See Figure 20.

```

          PRINT INVENTORY TRANSFER REPORT
          REPORT ORDER: 1
STARTING TRANSFER DATE:          ENDING DATE: 1/05/06
SELECT BY MODEL NUMBER: N

SELECT BY FROM LOCATIONS: N

SELECT BY TO LOCATIONS: N

SELECT INVENTORY TYPE: A

SELECT TRANSFER TYPE: 1

STARTING RECEIVED DATE:          ENDING DATE: 1/05/06
USE MACRS BOOK VALUE FOR COST: N
TYPE INVENTORY: 3
CHARGE OFF CODES:

          1) DATE/TIME  2) MODEL/SERIAL NBR

```

**Figure 20 Print Inventory Transfer Report Screen**

**REPORT ORDER** This option allows you to dictate what order this report will be printed in. By selecting option (1) Date/Time, the report will print the inventory selected in date order (oldest date first), and then time order within each date. The Date and Time of each transfer can be viewed in the program "List Location Transfer Made (LISTTRAN)". Time is displayed in military time including hour, minute and second (HHMMSS). By selecting option (2) Model/Serial Nbr, the report will print the inventory selected in model number order, then serial number order within each model number.

**STARTING TRANSFER DATE**    **ENDING DATE** This option is extremely important in telling this report which inventory to print based on when the transfer occurred. The transfer date can be viewed for any inventory piece in the program "List Location Transfer Made (LISTTRAN)" in the DATE column. By using this field and the next **ENDING DATE**, you can select only inventory that was transferred during any time period. Example, if today were July 4, 2003 and you wanted all transfers that have occurred so far for that month up to July 4<sup>th</sup>, 2003, you would enter  
**STARTING TRANSFER DATE** 07/01/03    **ENDING DATE:** 07/04/03

**SELECT BY MODEL NUMBER** Enter Y to select up to 3 different model numbers, or N for all model numbers.

**SELECT BY FROM LOCATIONS** This option allows you to print only transfers from a select location or locations. This is a good report to audit the

transfer activity of any given location. By enter an N, the report will print the inventory selected regardless of what location it came from. By entering a Y, the report will then allow you to enter the location(s) or location group(s) you want for this report. If more than 1 location or location group is selected, the report will then prompt SORT BY LOCATION. Select N to have all transfers grouped together. Select Y to have each locations transfers listed on a separate page. Make sure you enter a 3 digit number such as 001.

**SORT BY LOCATIONS** Select N to have all transfers grouped together. Select Y to have each locations transfers on a separate page.

**SELECT BY TO LOCATIONS** This option allows you to print only transfers to a select location or locations. This is a good report to audit the transfer activity of any given location. By enter an N, the report will print the inventory selected regardless of what location it went to. By entering a Y, the report will then allow you to enter the location(s) or location group(s) you want for this report. If more than 1 location or location group is selected, the report will then prompt SORT BY LOCATION. Select N to have all transfers grouped together. Select Y to have each locations transfers on a separate page. Make sure you enter a 3 digit number such as 001.

**SORT BY LOCATIONS** Select N to have all transfers grouped together. Select Y to have each locations transfers on a separate page.

**SELECT INVENTORY TYPE** Enter what inventory type you would like to report on, your selections are as follows:  
 S for Sales  
 O for Rent-to-Own  
 M for Movie  
 R for Rent-to Rent.  
 A for All - Report will print all serialized inventory, regardless of the inventory indicator. If you choose "A", the system will prompt SORT BY INVENTORY TYPE. By accepting the default of N, the report will print all types of inventory combined. Selecting Y will sort the inventory by the type.

**SELECT TRANSFER TYPE** This option allows you to select by the type of transfer that was transacted.

- 1) **TRANSFERS** - The report will only print inventory that was transferred in INVTRAN as an inventory location transfer or a barcode number transfer.
- 2) **PENDING** - The report will only print inventory that was transferred in INVTRAN as an inventory pending transfer.
- 3) **DEMO** - The report will only print inventory that was transferred in INVTRAN as an inventory demo transfer.
- 4) **DELIVERY** - The report will only print inventory that was transferred in INVTRAN as an inventory delivery/pickup of a new sale or rental.
- 5) **ALL TYPES** - The report will print all inventory transfers regardless of the type of transfer that was transacted.

**\*\*\*\*NOTE\*\*\*\* Inventory that is transferred in Inventory Maintenance (INVMNT) by changing the location number in the LOCATIONS field will not be on the "Transfer Log", and will not be in this report at all.**

**STARTING RECEIVED DATE      ENDING DATE**      Enter the starting and ending received date. For example: if you wanted only inventory received in the month of June 2005, you would enter:  
STARTING RECEIVED DATE 06/01/05      ENDING DATE 06/30/05.  
If you wanted all inventory from June 2003 until now, you would enter:  
STARTING RECEIVED DATE 06/01/05      ENDING DATE 12/31/79.

**USE MACRS BOOK VALUE FOR COST**      If you want the report to use the MACRS Book Value in place of the cost, enter a Y. Otherwise, press the ENTER key to accept the default of N.

**TYPE INVENTORY**      Enter the number corresponding to the type inventory you want on this report.  
1 - Miscellaneous - Report will print only miscellaneous inventory that was transferred during the time frame indicated.  
2 - Serialized - Report will print only serialized inventory that was transferred during the time frame indicated.  
3 - Both - Report will print both miscellaneous and serialized Inventory that was transferred during the time frame indicated.

**CHARGE OFF CODES**      If printing a charge off report, enter the charge off code to print must be B, Z or L. If you are not printing a charge off report, leave this field blank.

Once you have entered your choices, press the F9 key. You will be prompted "Any More Changes: N". If you are ready to run the compare report, accept the default of N by pressing the ENTER key. The report will run and the results will go to the printer or pathname you selected.

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