



IMPORTANT!!!!

RSSS TRAINING BULLETIN

*****NEW PROGRAM UPDATE - INVTRAN*****

A change has been added to the Release 11.5 version of the 'Inventory Transfer' screen (program **INVTRAN**).

This change will allow you to transfer inventory to a service location using option 7.

Item To/From Service (Transfer Type Option 7) for Inventory Transfers – INVTRAN

To transfer serialized inventory to service, select option 7-Transfer to/from Service off the Inventory Transfer Menu. See Figure 1.

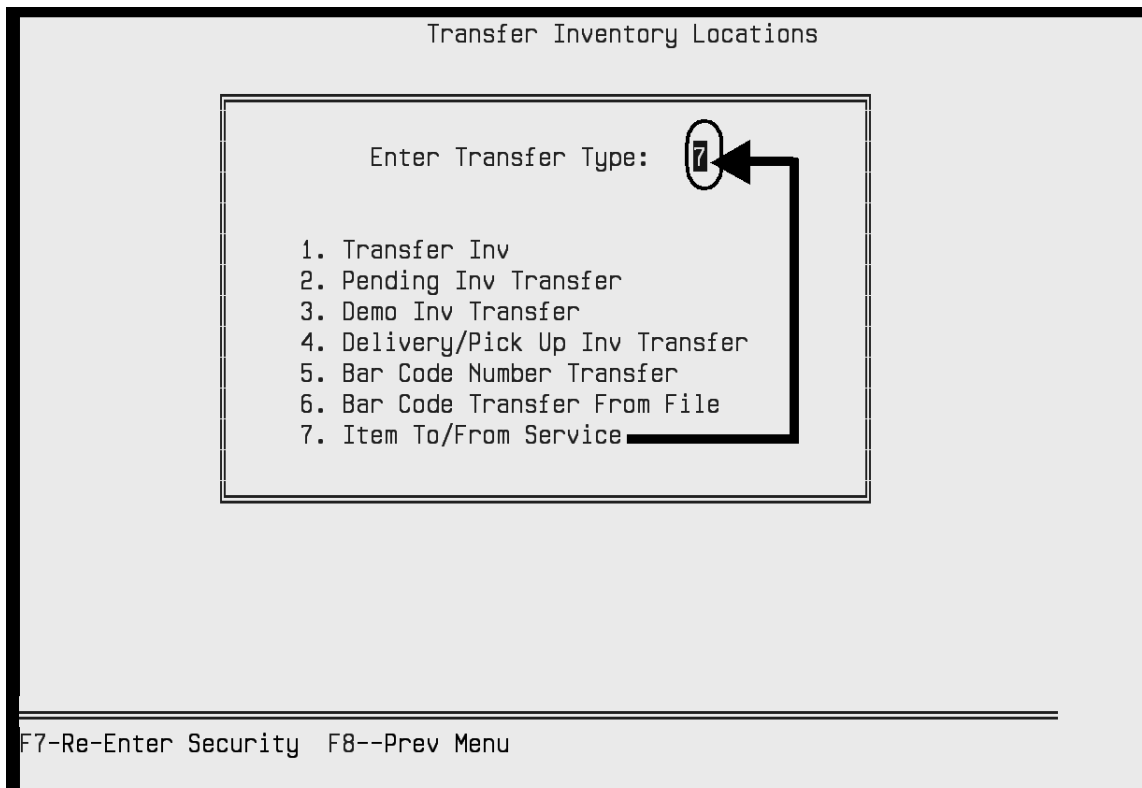


Figure 1 Inventory Service Transfer Old Location field drop selection window

The cursor will now be resting on Old Location. Enter the current location number where the inventory is coming from (4 characters, example 0001). If you don't know the location number, press the ENTER key and you will see a window showing options you may choose from, see Figure 2.

Inventory Service Transfer

Old Location: 0 New Location: 0 Transfer Date: 6/15/06

Maestro Music	0
Maestro Store 1	1
Maestro Store 2	2
Maestro Store 3	3
Maestro Home Office	100
HOWARDS MUSIC	203
JR'S MUSIC	204
KATY'S MUSIC	205
HARDDRIVE MUSIC	206
SHOREDRIVE CONSERVATORY	207
ROBSON MUSIC	209
HIGHWAY 66 MUSIC	210
WARNER MUSIC	211

Current Inventory Location

F1-Forward F2-Back F10-Exit ENTER-Select

Figure 2 Inventory Service Transfer Old Location field drop selection window

After selecting the Old Location, the cursor will now be on New Location. Type in the location number for the service location where you want the inventory to go. If you do not know the service location number, blank out the New Location field and make a selection from the window.

Note: You MUST transfer to a service location that was setup as a service location in location maintenance (LOCMNT).

Enter the date of transfer or press the ENTER key for today's date. The screen will then prompt "Any Changes". If you need to make changes, do so. If not, press the ENTER key and you will see a screen similar to Figure 3.

```
Inventory Service Transfer

Old Location: 601    New Location: 602    Transfer Date: 6/15/06
SERVICE LOCATION 601    SERVICE LOCATION 602

Serial Numbers:

Service Notes: █

Ticket Nbr To Service:      0
Ticket Nbr From Service:    0

Acct Nbr:                   Customer Name:
Address:
  City:                      State:      Zip:
  Phone:
  Store: 0
```

Arrow Keys-Positioning Return-Next Field F8-Backout Cmd-Exit Pgm

Figure 3 Inventory Service Transfer of Location Screen

The cursor will now advance to the Service Notes. Enter the service notes. You have 3 lines to enter service notes on. The cursor will advance to Ticket Nbr to Service. Enter the Ticket Nbr To Service. The cursor will advance to Ticket Nbr From Service. Enter the Ticket Nbr From Service.

Enter the customer number. If you do not know the customer number, enter part of the customer name and select the customer that way.

Note: Notes are not stored by the system and are printed on the transfer receipt only. Please keep a hard copy of the transfer receipt if you need the notes for your records.

Once you have completed this section, press the F9 key and you will get the prompt "Any More Changes: N". If you have completed this section, press the ENTER key to accept the default of N for no. See Figure 4.

```
Inventory Service Transfer

Old Location: 601    New Location: 602    Transfer Date: 6/15/06
SERVICE LOCATION 601    SERVICE LOCATION 602

Serial Numbers:

Service Notes: SERVICE NOTE LINE 1
                SERVICE NOTE LINE 2
                SERVICE NOTE LINE 3

Ticket Nbr To Service: 123456
Ticket Nbr From Service: 123456

Acct Nbr: 501433    Customer Name: ABBOTT
Address: 131 WALMAR DR
City: ANYTOWN    State: TX    Zip: 55555
Phone: (555)555-5555
Store: 1

Any More Changes: N

Arrow Keys-Positioning Return-Next Field F8-Backout Cmd-Exit Pgm
```

Figure 4 Inventory Service Transfer with data

On the next screen, enter the serial number. See Figure 5.

```
Inventory Service Transfer

Old Location: 601    New Location: 602    Transfer Date: 6/15/06
SERVICE LOCATION 601    SERVICE LOCATION 602

Serial Numbers: █

F1-List Inv    F9-Done
```

Figure 5 Inventory Transfer of Location Screen enter serial numbers

If you do not know the serial number, press the F1 key to list the available inventory. Your screen will change to resemble Figure 6.

```
Inventory Maintenance                                06/15/06
Start Key: █ _____
Select:   Loc & Stat: ____ - Desc: _____

-----
Start By: F3--Model #, F4--Date Sold, F5--Bar Code Number, F6--Serial #
```

Figure 6 Inventory Maintenance Screen

START KEY Enter the full or partial key (the key can be the model number, bar code number or serial number). **Once you enter the full or partial key, press the appropriate function key (shown at the bottom of the screen).**

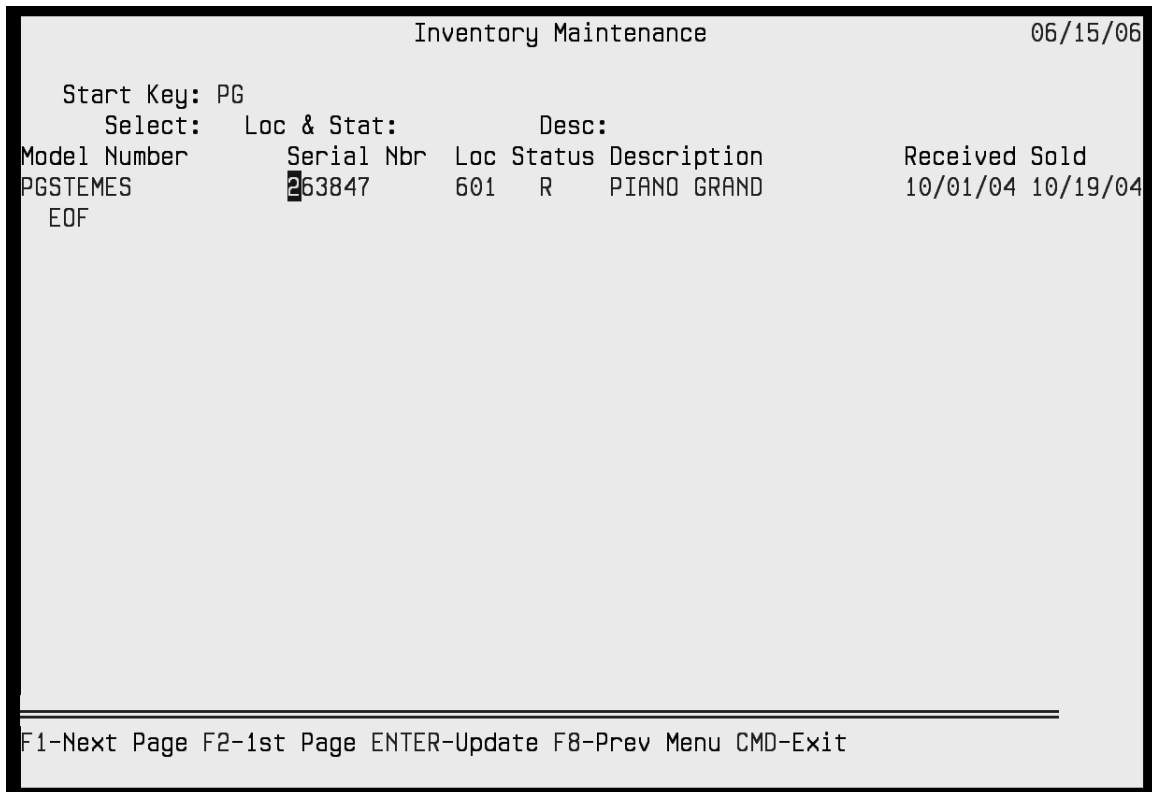
LOC If you want the computer to list the key information on a certain location only, enter that location number.

STAT If you want the computer to list the key information based on a certain status of inventory, enter that status here.

DESC If you want the computer to list the key information based on a certain description, enter that description here.

The inventory file may be viewed in one of several sort orders including model number, bar code number or serial number depending on what function key you press (see bottom of screen) to start the list by. Type in a few characters of the model number and press the F3 key to get a list of inventory pieces in model number order beginning with the characters you just entered. In this same fashion, you can list by bar code or serial number as well. The other fields, Loc & Stat and Desc can be used as filters to further reduce the scope of the list.

The screen will display a list of units in stock as seen in Figure 7.



The screenshot shows a terminal window titled "Inventory Maintenance" with a date of "06/15/06". The screen displays a list of units with the following columns: Model Number, Serial Nbr, Loc, Status, Description, Received, and Sold. The first entry is "PGSTEMES" with serial number "263847", located at "601", with status "R" (rent), description "PIANO GRAND", received date "10/01/04", and sold date "10/19/04". The screen ends with "EOF". At the bottom, a legend indicates: F1-Next Page, F2-1st Page, ENTER-Update, F8-Prev Menu, and CMD-Exit.

Model Number	Serial Nbr	Loc	Status	Description	Received	Sold
PGSTEMES	263847	601	R	PIANO GRAND	10/01/04	10/19/04

EOF

F1-Next Page F2-1st Page ENTER-Update F8-Prev Menu CMD-Exit

Figure 7 Inventory Maintenance Screen with data

It will display the model number, serial number, location, status, description, date received and date sold (on a used item with a status "R", the date sold refers to the last date the item was put on rent). Using the arrow keys, highlight the item you wish to select for this transfer and press the ENTER key.

The system will display the serial number on the Inventory Transfer of Location Screen. Press the ENTER key. The system will then display the description, location and status of this piece of inventory and the cursor will be on the bottom of the screen next to the prompt "Transfer This Item" as seen in Figure 8.

```
Inventory Service Transfer

Old Location: 601   New Location: 602   Transfer Date: 6/15/06
SERVICE LOCATION 601   SERVICE LOCATION 602

Serial Numbers: 263847   PIANO GRAND   601 R

Transfer This Item: N

F1-List Inv                                     F9-Done
```

Figure 8 Inventory Transfer of Location Screen

If this is not the item you wish to transfer, type in an N for no. This will then take you back to the serial number prompt. If it is the right item, type in a Y for yes. When you answer this prompt with a Y for yes, you will be prompted to enter the service amount for this item. Enter the dollar amount and press the ENTER key or the END key.

When you have no other service transfers to make from this particular old location to this particular new location, press the F9 key. The receipt from this transfer will print out. You will then be prompted to "Print Another Receipt". If you want another receipt, press Y for yes. When you have printed all the receipts you want, press N for no at this prompt and the system will return you to the Transfer Notes prompt. If you still have other transfers to make, but need to change the Old or New Location, press the F8 key. This will take you back up to the Old Location.

Press the F8 key to backout when you are done transferring service inventory items.