Understanding Inventory Tracking with Serial Numbers

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This guide explains inventory tracking with serial numbers. It is intended for general users.

To increase accountability and traceability for inventoried line items, you can track them with serial numbers. Serialized line item codes (LICs) have a unique ID for each unit and are tracked individually. This is often helpful for expensive products or items that are unique, in spite of being the same model as other items (e.g. computers). They often come with their own warranty or maintenance constraints, sometimes linked to the date of purchase. Serialized tracking also helps you easily review all inventory transactions (https://aace6.knowledgeowl.com/help/tracking-inventory-transactions-for-lot-tracked-and-serialized-items) for each item.

Because serial numbers may be quite long, using <u>barcodes and scanning software</u> (https://aace6.knowledgeowl.com/help/considerations-and-peripherals-for-mobile-apps) can be helpful. These tools both speed up the data entry and help prevent error from typos (e.g. transposing numbers or mistaking letters, such as "111" being entered as "111").

Enabling Serial Tracking

This setting must be put into place *before* you begin using the LIC (e.g. when you first <u>create</u> <u>the LIC record (https://aace6.knowledgeowl.com/help/overview-of-line-item-codes</u>)). The Serialized tracking flag *cannot* be marked after other records are linked to the LIC (e.g. sales orders, GJ/GL entries, inventory transactions, etc).

On the detail view for a new inventoried item or inventoried assembly item, navigate to the Inventory Management tab. In the Inventory Setup section, mark the **Serialized** flag.

Code: DC-IP3	3VO-4		IP3V0	D Docur	ment	Cam	era	v4				PENDING	(
Inventoried Item	Setup									Notices 🔒	Tasks 🗹 🛛 E	mails 🔛 🛛 Di	ocs
eneral Info			Unit Info	,					Defau	It Value for Order	r Item Addt'l In	fo	
ype	Est Unit Co	ost Price	Net Wt	Gross Wt	L	W	н	Est Ship Cost					M
echnology	300.0	350.00						0.00					
lanufacturer	Mfr Part #	MSRP	SKU		MOQ	Sale Ca	ase Qty	UOM					
		0.00						Each					
Inventory Balances	Options	Custom Prices	Vendors	Inventor	v Manag	ement	P	hotos					
ventory Replenishm					,					Default Bins			
Office	On Hand	Available	Total % of Target	Target	Replen	ish Meth	od	From		Office	Default Bin	Return Bin	
AI	0	0	0	50		10			^ %	IA <	C-AI	C-AI	
> EE	0	0	0	50		10			Ψ	> EE	C-Ed-Elite	CEd-Elite	
									*				
		endently Manageo	d Bins			lab Bilabla	ad	From		Cycle	Next Se	ulal.	-
		tualable	Total 06 of Taxaat	Target						Cycle	14600.24	1101	
		Available	Total % of Target	Target	Replen	isn meth		rigin	^				
		Available	Total % of Target	Target	Replen	isn metri		nom	^	Track by Mfr	Lot 🗸 Seri	alized	
nventory Replenishm		Available	Total % of Target	Target	Replen	isn metri		- Total	^	Track by Mfr		alized	

Additionally, the Next Serial field can help streamline things when your serialized inventory will have a continuing sequence of serial numbers. You can enter the next-expected serial number in this field. When you receive shipments that include this LIC, aACE will autopopulate this serial number for the first item, then auto-generate additional serial numbers for any additional items. The Next Serial field will then be updated to show the next number for expected use.

Note: Serial numbers with less than 5-digits will have leading zeroes appended.

Receiving Serialized Inventory

When you receive a shipment that includes LICs marked for Serialized tracking, the Shipping Log module's Packing List section displays the serial tracking Ref #s icon () for each serialized LIC. To receive the shipment, the system requires you to enter the serial numbers from the incoming units. Click the Ref #s icon to display the Serials popup:

•			Shipp	ing Log				
🗏 ≑ Record: 1 of 1							New 💠 Edit 🖋 Del	ete 🗶 🛛 Print 📾 🛛 Actions 🖈
Shipment: 60006	Apertu	ire Techi	nolog	ies			08/01/23	PENDING
Incoming Shipment							Notices 😣 🛛 Tasks 🕻	Emails M Docs 🤅
hip From	*	Shipment In	fo			Purchased	Description	
Ship From >	Shipment Type	Carrier	Carrier Se	ervice		Account #		
Aperture Technologies Nick Sullivan	Incoming	USPS	First-Cla	iss Mail				
284 7th Avenue Suite 801	Ship Terms Ship Point	Carrier Tracking	(PRO) #	Packing List #		Delivery Date		
New York, NY 10015					Ø	08/01/23		
	Declared Value	Weigh		W	Н	Shipping Cost	Package Type	ackege IDs
	0.00		0			0.00		
							Serials	
Packing List		Orde		Purchase Order		Exp Ot	134593568, 200937842	
_	scription 3VO Document Camera v4	∃ ★	r	> 60006		Exp Qt >>		Ref #(s) 🛪
Q	oro bocament camera rr			00000				
							2 0 🖆	

You can enter serial numbers in several ways:

- Type in individual numbers separated by commas, semicolons, or carriage returns Note: aACE converts carriage returns to a comma-separated list.
- Type in a span of numbers (e.g. 1000...1009)
- Copy-paste a list of numbers (e.g. from a spreadsheet)
- Scan individual units with a barcode scanner

After you save the required serial numbers, the Ref #s icon is highlighted (🔢) and you can finish receiving the shipment.

Tracking Inventory Lots

For serialized products, the <u>Inventory Lots</u> (https://aace6.knowledgeowl.com/help/working-with-inventory-transactionsinventory-lots-and-inventory-usage) module also shows the Serialized flag marked. The list view displays the reference numbers, so you can search the lots by serial number.

The details view provides more information. Serial numbers are listed in the Reference #s field and the Ref #s icon is highlighted (
). You can click that icon to display a popup with details about which serial numbers have been allocated to orders and which are remaining.

Inventory Lot: 60002 DC-IP3VO-4						Tasks 🔽 Ema	alls 🎽 🛛 Docs	
General Info Transaction ID > Date Office > Code >			Serialized Track by Hit					
PO-60006	08/01/23	AI	DC-IP3V	/0-4	IP3VO Document Camera v4		134593568, 200937842	
Ordered / Purchase	d				Ordered / Received			
		Quantity	Each	Value		Quantity		Value
Ordered		2	300.00	600.00	Ordered	2		600.00
Purchased		0	300.00	0.00	Received	2		600.00
Purchased Remaining	9	2		600.00	Received Remaining	0		0.00
Accrued Inventory					Current Inventory			
		Quantity		Value		Quantity		Value
Received		2		600.00	Received	2		600.00
Purchased		0		0.00	Used	0		0.00
Accrued Inventory		2		600.00	Current Inventory	2		600.00
Inventory COGS					Note: The Est Unit C	ost is used until the Act Un	it Cost is final (i.e. the relat	ted PO is closed).
Usage ID	Trans ID	Trans (ate Reference 4	#(S)	Serial	Quantity	Est Unit Cost	Total Cost
usage to	11010.10	Theras 6	Nation Propriet Children	*(3)	Jena	Quantity	Est orn cost	Total Cost

Shipping Serialized Inventory

When you ship serialized products for an order, the Shipping Log's Packing List section displays the Ref #s icon (). You can edit the shipment and save changes; however, aACE will *not* allow you to mark the shipment as shipped until you click the Ref #s icon to display the Serials Selector dialog, then specify a serial number for each serialized item.

◎ ◎ ◎ ②	Shipp	ing Log	🖸 New 🍈 Edit 🖋 Delete 💢 Print 🗟 Actions 🛪
Shipment: 60007	Montboro High Scho	ool East	8/1/2023 PENDING
Outgoing Shipment Ship To Montboro High School East Terrance Murphy 1496 Lakeshore Drive Montboro, CD 80508 Ship Ter Montboro, CD 80508 Packing List Code DC-IP3VO-4 Q	Serial Entry Lise barcode scanner or manually enter serial 200937842		Address Tasks Emails Docs. scription Iter Number BOL. Seal Number Iter Number Iter Package IDs Shipping Cost. Bin Q. Ref #(s) ≫ O.00 C-AI Q
s≹ Dept AI-Shipping Q Bin Asyn Tr	Select AI >	« Remove All Cancel Save 0 0.00	0 0.00 G

Handling Returns for Serialized Inventory

Beyond the regular steps for making inventory adjustments for returned product, <u>adjustments for serialized items (https://aace6.knowledgeowl.com/help/handling-returns-and-inventory-adjustments-for-lot-</u> <u>tracked-and-serialized-items</u>) require additional details.