

Make Inventory Items Serialized

Last Modified on 06/08/2022 9:54 am EDT

Serialized inventory items require that the *Serialized?* status box be checked in order to associate serial numbers to an item. Non-Serialized items should not have this option checked.

To input the checkmark for serialized items:

1. Select the serialized inventory item in *Inventory Item* list.
2. Press **Ctrl+M** to modify.
3. Select the *Serialized?* box.

The screenshot shows the 'Inventory Items' window with a table of items and a detailed view of the 'Serialized?' checkbox. A red box highlights the 'Serialized?' checkbox, and a red arrow points to it.

Type	Product Categ	Description	Item Number	Description	Qty on Order	Qty on Hand	Cost
1	824	STOVES	AER5630BAS	AMANA ELEC STAINLESS	0.00	1.00	374.00
1	824	STOVES	AER6303MFS	AMANA ELEC STOVE	0.00	0.00	340.00
1	824	STOVES	AER5630BAW	AMANA ELECTRIC	0.00	4.00	405.00
1	824	STOVES	AGR5630BDS	AMANA GAS	0.00	7.00	475.00
1	824	STOVES	AGR5630BDW	AMANA GAS	0.00	17.00	405.00
1	824	STOVES	AGR5330BAB	AMANA GAS BLK	0.00	1.00	362.00
1	807	DRYER	NGD4600YQ	AMANA GAS DRYER	1.00	2.00	293.36
1	807	DRYER	NGD4600YQ2	AMANA GAS DRYER	0.00	2.00	344.00
1	807	DRYER	NGD4655EW	AMANA GAS DRYER	0.00	3.00	339.95
1	807	DRYER	NGD4655EW-0	AMANA GAS DRYER	0.00	1.00	354.00
1	807	DRYER	NGD4700YQ	AMANA GAS DRYER	0.00	1.00	405.00
1	824	STOVES	AGR4230BAB	AMANA GAS RANGE	0.00	7.00	330.00
1	824	STOVES	AGR4230BAW	AMANA GAS RANGE	0.00	27.00	330.00
1	824	STOVES	AGR5630BDB	AMANA GAS RANGE	0.00	10.00	359.00

Type Description TRACKING
Serialized? Size EACH
Markup 1 187.1524% Sales Price 1 699.95
Markup 2 0.0000% Sales Price 2 0.00
Markup 3 0.0000% Sales Price 3 0.00
Department Code 824 STOVES
Vendor 1 1 RE MICHAELS Vendor Part# AER5630BAS
Vendor 2 0 Vendor Part#
Vendor 3 0 Vendor Part#
Show Locations Group Items Transfer History Exit

4. Press **Ctrl+Q** to save. The item is now considered a serialized item.