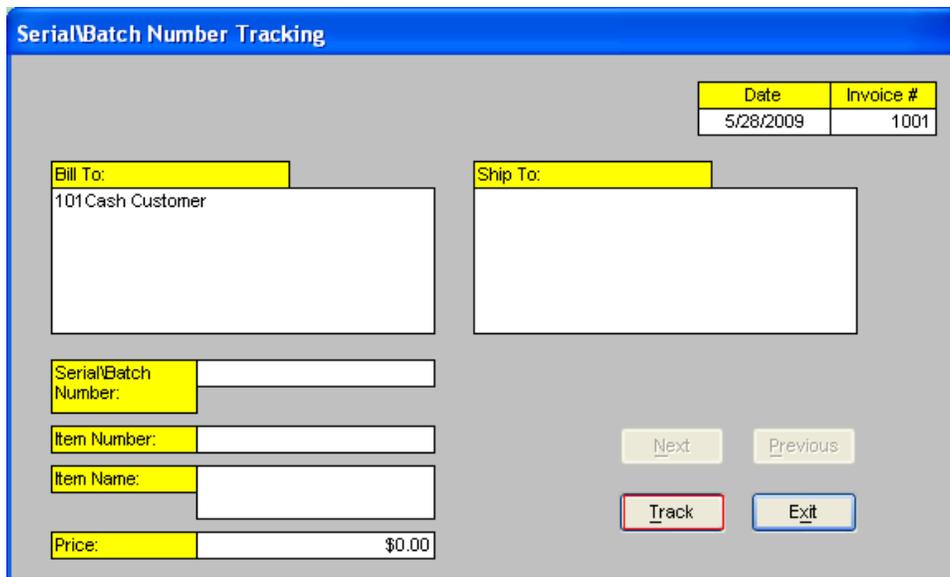


## Using Serial Numbers



Date	Invoice #
5/28/2009	1001

Bill To: 101 Cash Customer

Ship To:

Serial/Batch Number:

Item Number:

Item Name:

Price:  \$0.00

Next Previous

Track Exit

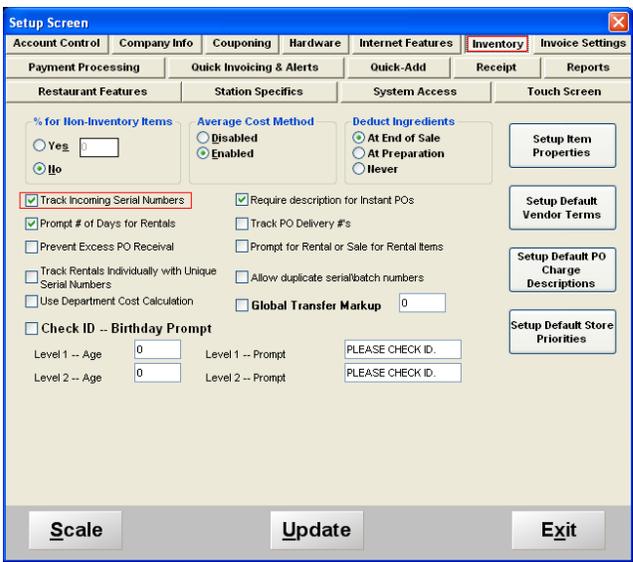
You can keep track of unique items with serial or batch numbers.

**Enabling serial number tracking and adding a tracked item**

Open CRE, select **Manager**, provide the requested credentials, and then follow these steps.



1. Select **Setup** and then **Setup Screen**.



- 2. Select the **Inventory** tab.
- 3. Check **Track Incoming Serial Numbers**.

**Setup Screen**

Account Control | Company Info | Coupons | Hardware | Internet Features | Inventory | Invoice Settings

Payment Processing | Quick Invoicing & Alerts | Quick-Add | Receipt | Reports

Restaurant Features | Station Specifics | System Access | **Touch Screen**

Use decimals in numeric entries

No  
 Yes

Hide Retail Invoice Quantity Box  
 Hide Retail Invoice Change Quantity Button  
 Show Inventory Adjust / Receive Button on Retail Invoice Screen

Multiple Menus  
 When adding new items, default to hidden from Touchscreen

Setup Prompt Price Buttons

Scale | **Update** | Exit

4. Select the **Touch Screen** tab.
5. Select **Yes** for **Use decimals in numeric entries**.
6. Select **Update**.

1 Cashier	A Inventory Maintenance	B Department Maintenance	C Kit Maintenance
2 Invoice Properties	D Styles Matrix	E Customer Maintenance	F Employee Maintenance
3 Tools	G Vendor Maintenance	H Purchase Orders	I Back Orders
4 Setup	J Time Clock Management	K Credit Card Settlement	L Reporting
5 <b>Administrative</b>	M Customer Item Prices	N Global Price Changes	O Mix 'N Match Pricing

Done

7. Select **Administrative** and then **Inventory Maintenance**.

**Inventory Maintenance**

Item: **TAYLOR FLAD TAWNY PORT 750ML** | Print Labels | Keyboard

Department for this Item: WINE | Cost: \$9.50000 | Tax1:  | Bar Tax:   
 Item Number: 0000000000 | Price you charge: \$12.99 | Tax2:   
 Description: TAYLOR FLAD TAWNY POR | Price with tax: \$13.90 | Tax3:   
 # In Stock: 0

Optional Info | Pending Orders | Properties | Notes | Modifiers | Price Levels

Ordering Info | Special Pricing | Matrix | Sales History | Printers | Recipe

Options | Additional Info

Bonus Point: 0 | # Barcodes: 0 | Alternate SKUs: 8469230064 | Tag Along Items:

Commission: % of Gross Profit: 0.0%

Location: | Unit Size: 0 | Unit Type: |

Modifier Item |  Exclude from Account Limit |  Check ID Before Selling |  Check ID #2 Before Selling |  Count This Item  
 Disable this Item |  Prompt Quantity |  Prompt Price |  Allow Buyback |  Print on Receipt  
 Foodstampable |  Auto-Weigh |  Use Serial\Batch # |  Special Permission

Search by Item Number: | Profit: 36.737% | Retail Discount: 0% | Gross Margin: 26.867%

Previous | Look up | Next | Add Item | **Save** | Transfer | **Instant PO** | Duplicate | Delete | Exit

8. Select an item.
9. Check **Use Serial\Batch #**.
10. Select **Save**.
11. Select **Instant PO**.



Enter # received

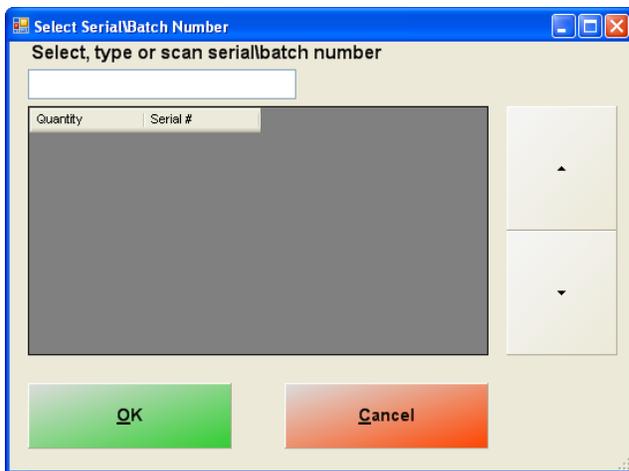
5

7	8	9
4	5	6
1	2	3
.	0	+/-

Clear Cancel

OK

12. Enter the number of items with serial numbers that you are adding.
13. Select **OK**.



Select Serial\Batch Number

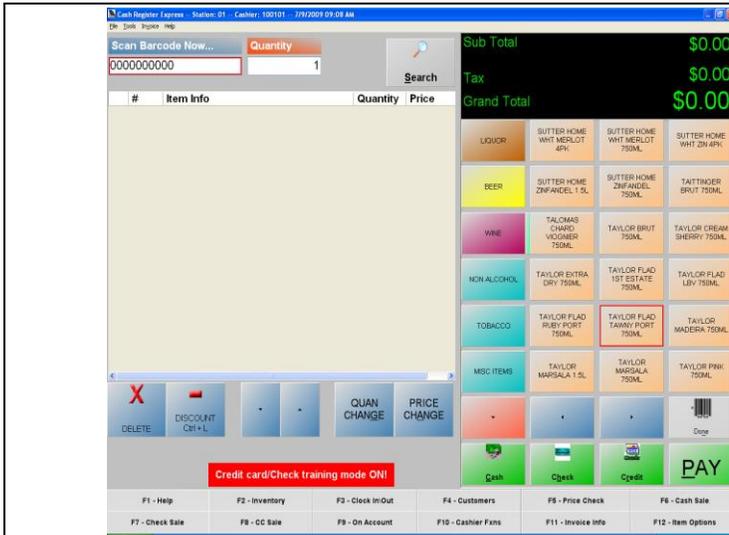
Select, type or scan serialbatch number

Quantity Serial #

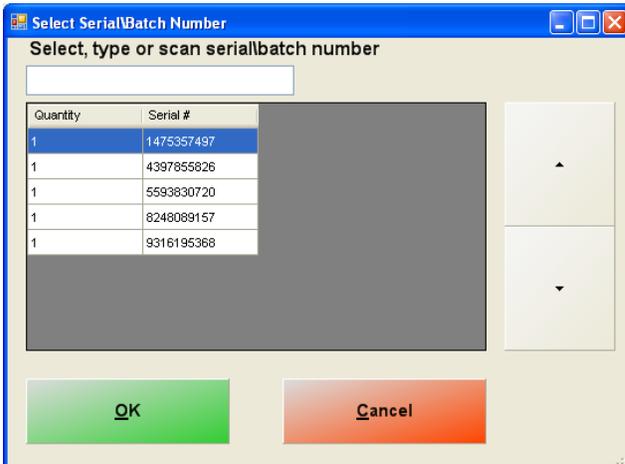
OK Cancel

14. Input the serial number of the item.
15. Select **OK**.
16. Repeat steps 14 and 15 as many times as you are asked to.

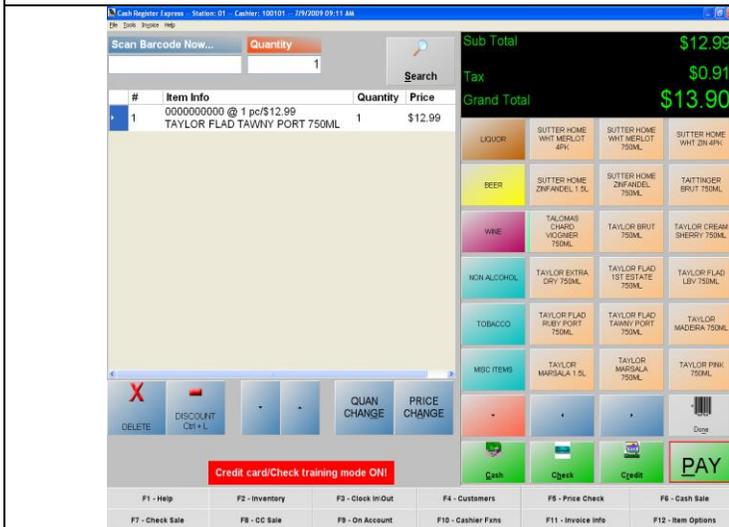
## Selling a tracked item



1. Select the item from the touch screen, scan its barcode, or enter its item number as you normally would.



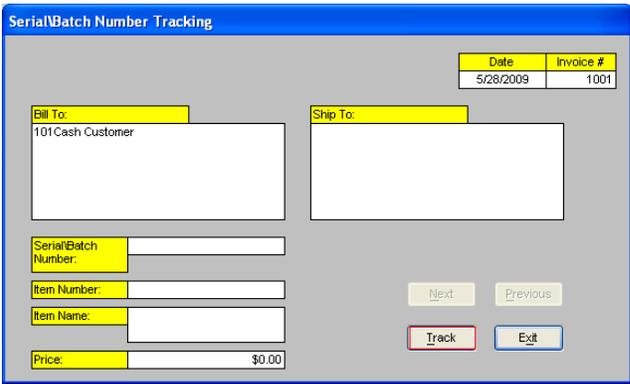
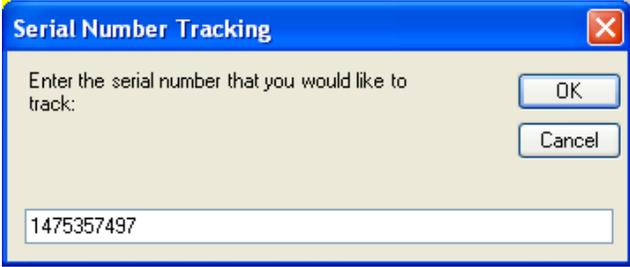
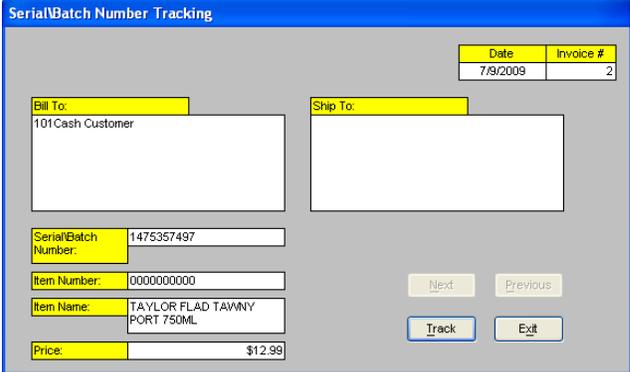
2. You will be asked for the serial number of the item you are selling. Select, type, or scan it and select **OK**.



3. Select **PAY** and follow the prompts as you normally would.

## Tracking serial numbers

Open CRE, select **Manager**, provide the requested credentials, and then follow these steps:

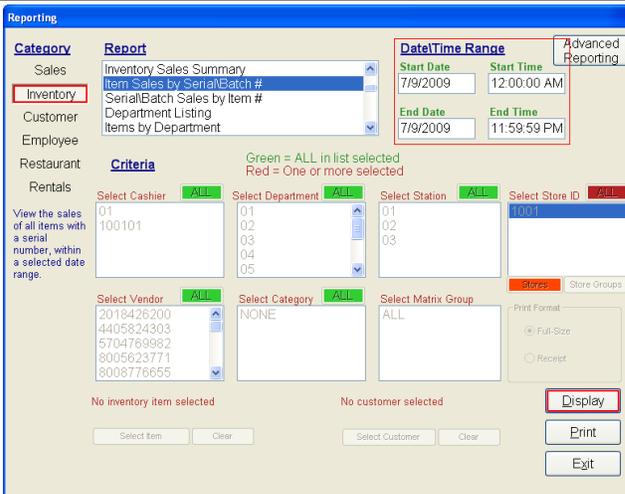
 <p>A screenshot of the CRE Manager application's main menu. The menu is organized into a grid. On the left side, there are five green buttons labeled 1 through 5: 'Cashier', 'Invoice Properties', 'Tools', 'Setup', and 'Administrative'. To the right of these are various functional buttons labeled A through O. The 'Tools' button (3) and the 'SerialBatch Number Tracking' button (L) are highlighted with red boxes. A 'Done' button is located on the far right of the menu.</p>	<p>1. Select <b>Tools</b> and then <b>Serial\Batch Number Tracking</b>.</p>
 <p>A screenshot of the 'SerialBatch Number Tracking' dialog box. It features a blue title bar and a grey background. At the top right, there are two yellow boxes: 'Date' (5/28/2009) and 'Invoice #' (1001). Below these are two text boxes: 'Bill To:' (101 Cash Customer) and 'Ship To:'. Further down are input fields for 'SerialBatch Number:', 'Item Number:', 'Item Name:', and 'Price:' (displaying \$0.00). At the bottom right, there are 'Next', 'Previous', 'Track', and 'Exit' buttons.</p>	<p>2. Select <b>Track</b>.</p>
 <p>A screenshot of the 'Serial Number Tracking' dialog box. It has a blue title bar with a close button (X) on the right. The main area contains the text 'Enter the serial number that you would like to track:' followed by an 'OK' button and a 'Cancel' button. Below this is a text input field containing the serial number '1475357497'.</p>	<p>3. Enter the serial number that you would like to track and select <b>OK</b>.</p>
 <p>A screenshot of the 'SerialBatch Number Tracking' dialog box, similar to the previous one but with tracking data populated. The 'Date' is now 7/9/2009 and 'Invoice #' is 2. The 'SerialBatch Number:' field contains '1475357497'. The 'Item Number:' field contains '0000000000'. The 'Item Name:' field contains 'TAYLOR FLAD TAWNY PORT 750ML'. The 'Price:' field now displays '\$12.99'. The 'Track' and 'Exit' buttons are visible at the bottom.</p>	<p>You will be given information about the item, the customer who bought the item, and the date and number of the invoice.</p>

## Item Sales by Serial\Batch # report

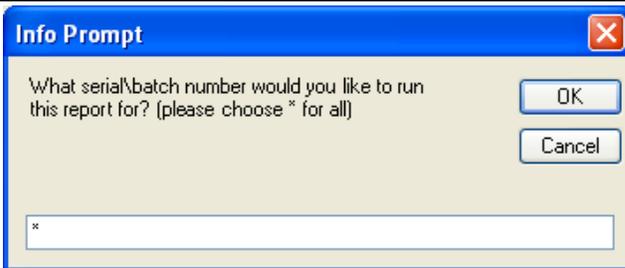
The **Item Sales by Serial\Batch #** Report allows you to track an item with a particular serial item. To use it, open CRE, select **Manager**, provide the requested credentials, and then follow these steps:



1. Select **Administrative** and then **Reporting**.



2. Under **Category**, select **Inventory**.
3. Scroll down to select **Item Sales by Serial\Batch #**.
4. Enter appropriate information for **Date\Time Range**.
5. Select **Display**.



6. Provide a serial\batch number or \* for all of them.
7. Select **OK**.

Item Sales by Serial			
7/9/2009			
Date	Invoice #	Customer #	Item Number
Serial #: 1475357497			
7/9/2009	9:12:31AM	2.00	101
			0000000000

You will be presented with information on the item with the serial\batch number you provided in step 6.

## Serial\Batch Sales by Item # report

The **Serial\Batch Sales by Item #** report allows you to track all serial numbers assigned to a particular item. To use it, follow the steps of the previous section until step 3 and continue below.

The screenshot shows the 'Reporting' application window. The 'Category' list on the left has 'Inventory' selected. The 'Report' list shows 'Serial\Batch Sales by Item #'. The 'Date\Time Range' section is set with 'Start Date' 7/9/2009, 'Start Time' 12:00:00 AM, 'End Date' 7/9/2009, and 'End Time' 11:59:59 PM. Under 'Criteria', 'Select Cashier' is 'ALL', 'Select Department' is 'ALL', 'Select Station' is 'ALL', and 'Select Store ID' is '1001'. The 'Display' button is highlighted with a red box.

1. Scroll down to select **Serial\Batch Sales by Item #**.
2. Enter appropriate information for **Date\Time Range**.
3. Select **Display**.

The 'Info Prompt' dialog box asks: 'What item number would you like to run this report for? (please choose \* for all)'. The input field contains '0000000000'. There are 'OK' and 'Cancel' buttons.

4. Provide an item number or \* for all of them and select **OK**.

Inventory Sales by Serial / Batch by Item  
7/9/2009

Date	Invoice #	Customer #	Price Per	Serial#
0000000000				
7/9/2009 9:12:31AM	2.00	101	\$12.99	1475367497

You will be presented with information on sales of the item with the number you provided in step 4. The serial number associated with each sale will be provided.

## Serial\Batch # Listing report

To view a list of items with serial\batch numbers that are currently in stock, follow the section on the **Item Sales by Serial\Batch** report until step 3 and continue below.

The screenshot shows the 'Reporting' window with the following configuration:

- Category:** Inventory (highlighted with a red box)
- Report:** Serial\Batch # Listing
- Date\Time Range:** Start Date: 7/9/2009, Start Time: 12:00:00 AM, End Date: 7/9/2009, End Time: 11:59:59 PM
- Criteria:** Select Cashier: ALL, Select Department: ALL, Select Station: ALL, Select Store ID: ALL
- Select Vendor:** 2018426200, 4405824303, 5704769982, 8005623771, 8008776655
- Select Category:** NONE
- Select Matrix Group:** ALL
- Buttons:** Display (highlighted with a red box), Print, Exit

1. Scroll down to select **Serial\Batch # Listing**.
2. Enter appropriate information for **Date\Time Range**.
3. Select **Display**.

### Serial Batch Listing

7/9/2009

Serial Number	Date Received
# 000000000 -- TAYLOR FLAD TAWNY PORT 750ML	
4397855826	7/9/2009 9:07:10AM
5593830720	7/9/2009 9:07:10AM
8248089157	7/9/2009 9:07:10AM
9316195368	7/9/2009 9:07:10AM

You will be presented with a list of items with serial\batch numbers that are currently in stock.