

# **BATCH REGISTRATION**

MODULE WALKTHROUGH

FEBRUARY 2012

## **BATCH REGISTRATION**

You can easily add a single product brand and type that carries a series of serial numbers. This can also be reflected in a report for Sales Warranty Tracking for after-sales operations.

## Setup generic item in Product Master.

Choose Lot/Serial Inventory as Product Type.

Tick the check box for Track Sales Warranty and enter the period conditions of the warranty.

In this example, the P20,000.00 laptop has 1 year warranty from the Sales Date.

**Product Detail**

Standard Cost: 0.00

List Price: 20000.00 (100.0% of cost after tax)

Generic Name: laptop

Barcodes:

Model No:

Alternate Code: LTP

Product Type: Lot/Serial Inventory

Track Expiry:

Track Sales Warranty:  Sales Date + 1 Year(s)  (Standard Quantity Per Warehouse) (not from tracking)

Reorder Quantity: 0

Supplier ID:

Service Line:

Product Line:

Once you save your Generic Product in Product Master, go to Inventory then Stock Batch Registration .

Click  New

Enter Base Product (Generic Product). Input the Serial Number one-by-one in the Serial No. field. To add, simply click Add. Repeat steps to add another Serial number. The Serial Numbers will automatically reflect under Product Codes.

### Stock Batch Registration

Ref Code:  | No:  Date: 02/03/2012

Base Product: \*   Laptop

Branch:

Warehouse:



Memo:

Serial No:

CREATED: KLEE@ASH-EES.COM 02/03/2012

UPDATED:

STATUS: PENDING

Product Codes  Select/Unselect All  Add  Remove 3 records


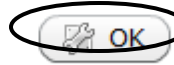
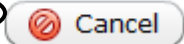
	Product Codes	Status
<input type="checkbox"/>	KKL09176201991	
<input type="checkbox"/>	KKT09328772987	
<input type="checkbox"/>	JET09228527299	

Once done inputting serial numbers, click on Option then Post Document.

Search for the Generic Product (in this case, Laptop/LTP).  
All the available Serial Numbers or Product Codes show up. Select the serial number for sale to a specific customer and click OK.

**Search Product**

Product ID	Name	Generic	Alternate	List Price
LTP	Laptop	laptop	LTP	20,000.00
CEL09176208130	Laptop	laptop	LTP	20,000.00
JET09228527299	Laptop	laptop	LTP	20,000.00
KKL09176201991	Laptop	laptop	LTP	20,000.00
KKT09328772987	Laptop	laptop	LTP	20,000.00

**Keyword**   Search 5 record(s)  

Once you hit OK, it will automatically reflect on the order screen.  
Date of Warranty Expiry will also appear for easy reference.

Laptop 20,000.00 **20,000.00**  
Pesos (Php)

Qty	Unit	Product	Unit Price	Discount	Total
1	PCS	Laptop - 0120 <span>EXP.02/03/2013</span>	20,000.00		20,000.00
1 item(s)			Subtotal	0.00	20,000.00

CHECKOUT

F1-Option F2-Detail F3-Search F4-Clerk F5-Cust F6-Drawer  
F7-Level F8-Frank F9-Repeat F10-Lock F11-Save F12-Lookup

ONLINE

```
Feb 3 2012 (Fri)                0710
TM#0002                          OR#3

*** REPRINT ***

Laptop                            20,000.00V
LOT/SN:01201 EXP:02/03/2013
TOTAL                             20,000.00
CASH                               20,000.00
-----
Non-Taxable Sales                  0.00
Taxable Sales                      20,000.00
Net of VAT Sales                   17,857.14
VAT                                2,142.86
Transaction#                       3

# CUST: 1                          1 item(s)
CASHIER: Cashier

      This serves as your receipt.
      Thank you and please come again.

                TJ Company
                Cebu Philippines
                Serial#000-000-000
```

## Reports Generated – Sales Warranty Tracking

In Headquarter System, go to Sales Report and select Sales Warranty Tracking.

Ask the customer for the serial number and enter it in the Product ID field.

Set other filters.

You can easily check whether the item is still under warranty.

Warranty List

← Previous
1-1 of 1
Next →

	Sale Date	TM#	Receipt No	Product ID	Product Name	Lot/SN	Warranty	Memo
1	<a href="#">02/03/2012</a>	0002	3	KKL09176201991	Laptop	01201	02/03/2013	

Detail
PDF
Excel
Email
Refresh
Close