



201-31234 Wheel Avenue, Abbotsford, BC V2T 6G9
Tel: 604-504-7936 Fax: 604-504-7976
Website: www.kcsi.ca Email: sales@kcsi.ca



SIMMS

Serial Number Manager

Table of Contents

[Setup](#)

[Serial Number Manager](#)

[Manually Assign Serial Numbers on a Receipt of Goods](#)

[Automatically Assign Serial Numbers on a Receipt of Goods](#)

[Automatically Assign Serial Numbers with Manufacturer's Lots on a Receipt of Goods](#)

[Assign Serial Numbers on Issue of Goods](#)

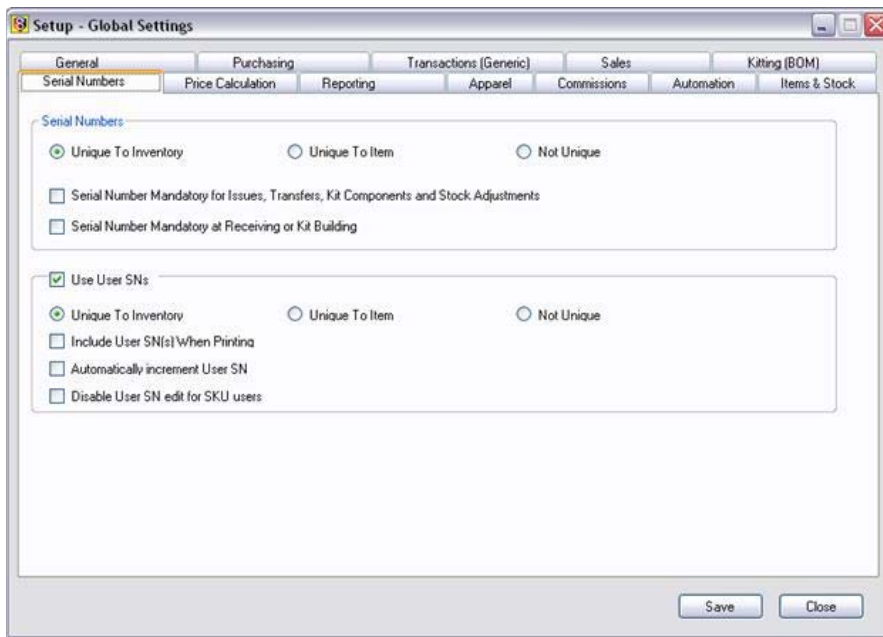
[Assign Pre-entered Serial Numbers on Issue of Goods](#)

[Assign Serial Numbers on a Transfer of Goods](#)

[Assign Serial Numbers to Stock Items](#)

Setup

Before implementing serialization of your items, it is best to decide what method you wish to employ, since changing the method once items have already been entered could result in unusual results. Access Setup menu>Settings>Global Settings screen>Serial Numbers tab whereon you can establish your system's method of serialization.



For both serial numbers and user serial numbers, the methods available are as follows:

Unique To Inventory – select this radio button if the each number is to be used only once in the entire system, e.g. 123 is assigned to item Widget A. No other item may have 123 as a serial number.

Unique To Item – if a serial number is assigned to one item, the same serial number may be reused only if assigned to a different item, e.g. 123 is assigned to Widget A. It may be assigned to Widgets B, C, etc. but may not be used more than once for each.

Not Unique – Select this radio button if a serial number may be assigned an unlimited number of times to an unlimited number of items, e.g. 123 is assigned to every piece of every item in the entire system.

Serial Number Mandatory for Issues, Transfers and Stock Adjustments

Choose this option to be taken directly the Serial Number Manager screen for assignment/selection of serial numbers during all transactions/alterations except receipts of goods.

Serial Number Mandatory at Receiving or Kit Building

Choose this option to be taken directly the Serial Number Manager screen for assignment/selection of serial numbers when items are received into the system and when serialized kits are built within the system.

User Serial Numbers

The **User Serial Numbers** feature enables the user to assign additional serial numbers to items, for internal reference and to increase detail and organization. In addition, users can employ the feature called *Automatically Increment User SN*. This checkbox will cause any user serial numbers to subsequently increase by an increment of one when they are next assigned to an item. Thus, if the last user serial number assigned to Widget A was 8765 and ten new widgets are received, for instance, employing this feature will create ten new user serial numbers beginning with 8766.

Include User SN(s) When Printing

Choose this option to have User Serial Numbers appear on printouts from the system.

Automatically Increment User SN

Choose this option to have successive User Serial Numbers increase by one for each new item added.

Disable User SN Edit For SKU Users

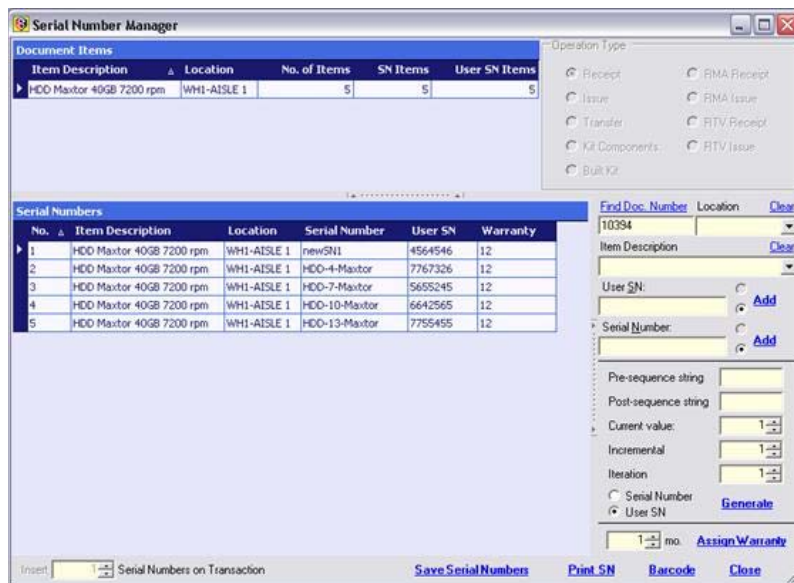
Choose this if you use the SKU feature and do not wish to allow User Serial Numbers to be manually altered from the SKU pattern.

Serial Number Manager

For purposes of tracking individual items of inventory, serial numbers may be assigned to them. To use serial numbers for a particular item, select the appropriate checkbox on the item's Item Manager screen. Once this is complete, any receipt, issue, or transfer of the item will prompt for the user to enter/select the serial numbers. Upon receipt of such items, the user may not choose to assign the serial numbers—this is possible because the system allows the user to assign the numbers upon issuing the item(s) out of the system instead.

A new feature available to SIMMS users is to assign additional User Serial Numbers to each piece. We have also added a new option giving you the ability to edit the serial number table should you end up with a serial number / item miss match. If users wish to do some serial number maintenance they can edit the serial number table direct in the inventory, serial numbers, assign serial numbers to stock items menu option. From this area users can add or delete serial numbers.

To access the **Serial Numbers Manager** screen to view, assign or edit serial numbers in the system, open the **Inventory** dropdown menu on the main screen, then select **Serial Numbers Manager**.



1. In **Operation Type** window (1), click **Receipt** radio button. **SN Items** column – number of serial numbers assigned to the items in the window

2. To populate fields, click **Find Document Number** and select the appropriate document from the list. The selected document number will appear in field (4). **The Serial Numbers** window (3) contains the following fields:

3. From the **Location** drop-down menu (5), select the appropriate location. **Item Description** column – individual item descriptions

4. **Document Items** (2) contains the following fields **Location** column – locations associated with each item in the **Item Description** field

Serial Numbers column – assigned serial numbers

4. **Document Items** (2) contains the following fields

Item Description column – description for each item

Location column – location of each displayed item

No. of Items column – number of serial numbers to assign

Manually Assign Serial Numbers on a Receipt of Goods

In the **Operation Type** field (1), click the **Receipt** radio button. Then, using steps 1 through 6 under **Screen Overview** above, ensure the information for the applicable item is selected.

1. To edit or assign serial numbers, click in the **Serial Number** field in the **Serial Numbers** window (3) and enter or edit the information.
2. When finished, click **Save Serial Numbers**, then **Yes**.

Automatically Assign Serial Numbers on a Receipt of Goods

In the **Operation Type** field (1), click the **Receipt** radio button. Then, using steps 1 through 6 under **Screen Overview** above, ensure the information for the applicable item is selected.

1. In the **Pre-sequence string** alphanumeric field (7), enter the characters that will precede the serial numbers; e.g. for serial numbers to begin with STOCK, enter STOCK in this field. Resulting serial numbers will be STOCK9, STOCK16, STOCK23, etc.
2. In the **Post-sequence string** alphanumeric field (8), enter the characters that will appear at the end of each serial number; e.g. if all stock numbers are to end with ITEM, enter ITEM in this field. Resulting serial numbers will be STOCK9ITEM, STOCK16ITEM, STOCK23ITEM, etc.
3. In the **Current Value** up-down field (9), set the first number of the sequence to be generated; e.g. if the **Current Value** is set to nine, and the Increment is set to seven, the numbers generated will be 9, 16, 23, 30, and so on.
4. In the **Incremental** up-down field (10) set the number for the gap between the serial numbers; e.g. if seven is entered as the Increment, the serial numbers will be 1, 8, 15, 22, and so on.
5. To automatically enter the serial numbers, in the **Iteration** up-down field (11), select the number of serial numbers to be auto-generated; e.g. if there are five items, set this to five.
6. When all parameters have been set for the auto-generation, click **Generate SN**.
7. Click **Save Serial Numbers**, then **Yes**.

If a serial number(s) is already assigned to another item, a prompt will appear to change the conflicting number(s). Once any conflicts have been resolved, click **Save Serial Numbers**, then **Yes**.

Users can make the process of assigning serial numbers necessary upon their receipt by accessing *Setup menu>Global Settings screen>Custom Options* tab then selecting the **Serial Number mandatory at Receiving** checkbox.

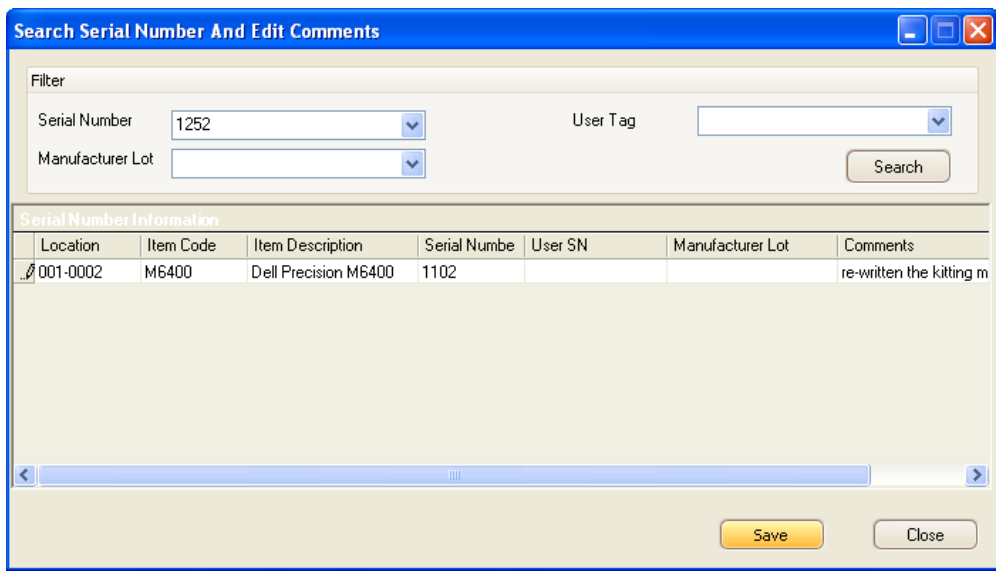
Automatically Assign Serial Numbers with Manufacturer's Lots on a Receipt of Goods

NEW:

SIMMS now has the added ability to link manufacturer's lot numbers to serial numbered items. Another unique field has been added to the serial number table to provide the manufacturer's lot number, allowing the association of an unique lot to all serialized items upon receipt.

- For those companies that require controlled consistency with manufacturer's lot numbers used we have also added a mini project number configuration screen with two fields where you can add/remove codes and short 125-character descriptions to each code. This information will populate a new optional drop-down box available in the purchase order/receipt Detail Transaction Screen, wherein this option allows upon insertion of a line item available codes and descriptions will appear for selection. Once selected, the code will get copied into the "Manu. Lot" field so when the line item is inserted it has the correct manufacturer's lot number with no variations for consistency.
- For those who require additional comment information associated to serialized items, we have added a new menu option (Inventory/Serial

Numbers/search (in the serial number and edit comments menu option) where you can search for a serial number by typing in a serial number or user serial number or manufacturer's lot then the results will show in a grid (just like the serial number manager grid) where you can add or edit the new comment field we have added to the serial number tables. This new field also shows in the *Kit Detail Build Report*.



Assign Serial Numbers on Issue of Goods

Once the Save button has been clicked on an invoice, the user is prompted to enter/select serial numbers. If the item(s) appear in the top window of the Serial Number Manager screen, and there are no serial number lines visible in the lower window, then this is a case of serialized items having been received without assignment of the serials upon receipt. In such cases do the following:

- 1) On the lower left status bar of the Serial Number Manager screen, a textbox named **Insert ___ Serial Numbers on Issue**. This feature allows entry of the number of items for which serial numbers are to be generated. Enter the appropriate amount.
- 2) The corresponding number of lines will appear, into which the appropriate number of serial numbers may be entered.
- 3) Once entry of all serial numbers is complete, click on **Save Serial Numbers**, then click **Close** to complete the invoice.

Assign Pre-entered Serial Numbers on Issue of Goods

1. In the **Operation Type** field, select the **Issue** radio button.
2. Using steps 1 through 5 under **Screen Overview** above ensure that information for the applicable item(s) is selected.
3. The **No. of Items** field shows the quantity required to be issued on document 121.
4. Available items in that location are in the **Serial Numbers** window. From the **Select** field choose items to issue.
5. The **Serial Numbers Manager** screen will appear, listing all available serial numbers for the specified item(s).

Choose the appropriate item(s) and serial number(s) in the **Select** field by clicking the checkbox for that item.

In this example, the quantity of seven in the **Document Items** window **SN Items** field matches the seven specific serial numbers selected in the **Serial Numbers** window **Select** field.

When the final serial number in this Issue has been selected, click **Save Serial Numbers**, then **Close**.

Serial Number Manager - Receipt 36

Document Items				
Item Description	Location	No. of Items	SN Items	User SN Item
128 MB Ram	001-0002	160	160	0

Operation Type

Receipt RMA Receipt
 Issue RMA Issue
 Transfer RTV Receipt
 RTV Issue

Serial Numbers						
No.	Item Description	Location	Serial Number	User SN	Warranty	Manuf
1	128 MB Ram	001-0002	356357		0	
2	128 MB Ram	001-0002	356358		0	
3	128 MB Ram	001-0002	356359		0	
4	128 MB Ram	001-0002	356360		0	
5	128 MB Ram	001-0002	356361		0	
6	128 MB Ram	001-0002	356362		0	
7	128 MB Ram	001-0002	356363		0	
8	128 MB Ram	001-0002	356364		0	
9	128 MB Ram	001-0002	356365		0	
10	128 MB Ram	001-0002	356366		0	
11	128 MB Ram	001-0002	356367		0	
12	128 MB Ram	001-0002	356368		0	
13	128 MB Ram	001-0002	356369		0	
14	128 MB Ram	001-0002	356370		0	
15	128 MB Ram	001-0002	356371		0	
16	128 MB Ram	001-0002	356372		0	
17	128 MB Ram	001-0002	356373		0	
18	128 MB Ram	001-0002	356374		0	
19	128 MB Ram	001-0002	356375		0	
20	128 MB Ram	001-0002	356376		0	
21	128 MB Ram	001-0002	356377		0	
22	128 MB Ram	001-0002	356378		0	
23	128 MB Ram	001-0002	356379		0	
24	128 MB Ram	001-0002	356380		0	
25	128 MB Ram	001-0002	356381		0	
26	128 MB Ram	001-0002	356382		0	

Find Order No. 36 Location 001-0002

Item: RAM128SCC

Serial Number: Add

User SN: Add

Pre-sequence string:

Post-sequence string:

Current value:

Incremental:

Iteration:

Serial Number User SN **Generate**

mo. **Assign**

First sequence SN: Qty: **Generate**

Insert: Serial Numbers on Transaction **Save Serial Numbers** **Print SN** **Barcode** **Close**

NEW: We have added a new option to the serial number screen pictured above (bottom right) where you can enter the first serial number in a series and indicate the quantity of serials desired then click **Generate** to auto-increment and generate the serial numbers in sequence. **NOTE:** To enable this option you must go to the Advanced tab of Global Settings and enable the option "Generate Barcodes using the first Serial number and quantity".

Assign Serial Numbers on a Transfer of Goods

In the **Operation Type** field, select **Transfer** by clicking in the radio button to the left. Then, using steps 1 through 6 above, ensure the information for the applicable item(s) is selected.

The process for assigning serial numbers on a transfer of goods is identical to that of an Issue of Goods. Please follow steps '3' through '6' under **Assigning Pre-entered Serial Numbers on Issue of Goods** above.

Assign Serial Numbers to Stock Items

Assign Serial Numbers to Stock Items

Item: 20-B-3-GB Location: AAA-111

20-B-3-GB

Item Description	Location	Serial Number	User SN	Warranty
Hard Drive, Maxtor, 40Gb 7200 rp	AAA-111	9876543	98765432109	
Hard Drive, Maxtor, 40Gb 7200 rp	AAA-111	98765432	9876543210	
Hard Drive, Maxtor, 40Gb 7200 rp	AAA-111	987654321	SPI-00567	
Hard Drive, Maxtor, 40Gb 7200 rp	AAA-111	9876543210	98765432	
Hard Drive, Maxtor, 40Gb 7200 rp	AAA-111	98765432109	9876543	
Hard Drive, Maxtor, 40Gb 7200 rp	AAA-111	121-121-AB123456789	6678	
Hard Drive, Maxtor, 40Gb 7200 rp	AAA-111	121-121-AB12345678	7789	
Hard Drive, Maxtor, 40Gb 7200 rp	AAA-111	121-121-AB1234567	8890	
Hard Drive, Maxtor, 40Gb 7200 rp	AAA-111	121-121-AB123456	9901	
Hard Drive, Maxtor, 40Gb 7200 rp	AAA-111	121-121-AB12345	0012	
Hard Drive, Maxtor, 40Gb 7200 rp	AAA-111	121-121-AB1234	1123	
Hard Drive, Maxtor, 40Gb 7200 rp	AAA-111	121-121-AB123	2234	
Hard Drive, Maxtor, 40Gb 7200 rp	AAA-111	121-AB12	3345	
Hard Drive, Maxtor, 40Gb 7200 rp	AAA-111	121-AB1	4456	

On Hand Quantity: 60.00 S/N Count: 46

This feature allows the user to assign serial numbers (and/or user serial numbers) to un-serialized items already in the system.

Select the item and the location where such items are located, then enter/scan in the serial numbers into the respective cells on the screen, with one row representing each single item.

Once the serials have been entered, click the Save button to assign the various serial to the items.



The following message will result:

The serial numbers just entered will thereafter display when serial number reports are run within the system.

NEW:

Linking Manufacturer's Lots to Serialized Items

An unique field has been added to the serial number table to provide manufacturer's lot numbers, allowing thew association of unique manufacturer's lots to all serialized items upon their receipt.

Search Serial Number And Edit Comments

Filter

Serial Number: 1252 User Tag:

Manufacturer Lot: Search

Serial Number Information

Location	Item Code	Item Description	Serial Numbe	User SN	Manufacturer Lot	Comments
001-0002	M6400	Dell Precision M6400	1102			re-written the kitting m

Save Close

For those companies that require controlled consistency with manufacturer's lot numbers, a mini project number configuration screen with two fields has been added where users can add/remove codes and short 125-character descriptions to each code. This information populates a new optional drop-down available in the purchase order/receipt detail transaction screen, so when a line item is added users can select this optional drop-down to see the available codes and descriptions they have added. Once one is selected, that code will be copied into the manufacturer's lot field. When the line item is inserted it has the correct manufacturer's lot number with no variations for consistency.

For those who require additional comment information associated to serialized items, a new menu option (Inventory/serial numbers/search serial number and edit comments menu option) has been added permitting a search for a serial number can be conducted by typing in a serial number or user serial number or manufacturer's lot. Results show in a grid similar to the Serial Number Manager grid where users can add or edit the new comment field to the serial number tables (NOTE: This new field also shows in the Kit Detail Build Report).

Search Serial Number And Edit Comments

Filter

Serial Number: 1252 User Tag:

Manufacturer Lot: Search

Serial Number Information

Location	Item Code	Item Description	Serial Numbe	User SN	Manufacturer Lot	Comments
001-0002	M6400	Dell Precision M6400	1102			re-written the kitting m

Save Close

Important SIMMS Software Contact Information

201-31234 Wheel Avenue, Abbotsford, BC V2T 6G9	Sales	Phone	604-504-7936
Tel: 604-504-7936	Fax: 604-504-7976	e-mail	sales@kcsi.ca
Website: www.kcsi.ca	Email: sales@kcsi.ca	Support	Phone 604-504-7936



Accounting

e-mail	support@kcsi.ca
Fax	604-504-7976
Phone	604-504-7936
e-mail	colleen@kcsi.ca