

Setting Up and Tracking Serialized Inventory Items

Available in Sage 50 Premium Accounting and Higher

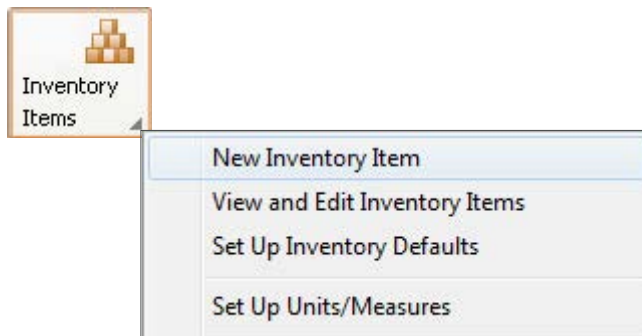
Quick Reference Guide

What is serialized inventory?

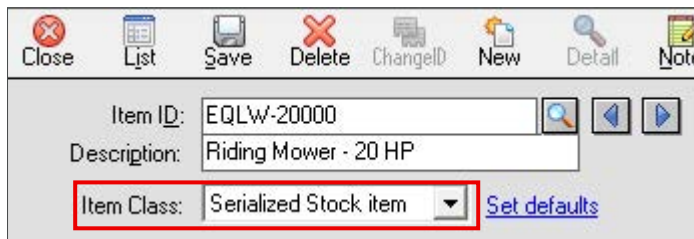
Serialized items are assigned serial numbers in order to identify more expensive items like computers, electronics, automobiles, jewelry, and more. Serial numbers also allow you keep detailed records about an item's warranty and, if necessary, recall information.

How do I set up my serialized items?

- Go to the Inventory & Services Navigation Center. On the Inventory & Services tab, click Inventory Items, and then select New Inventory Item.

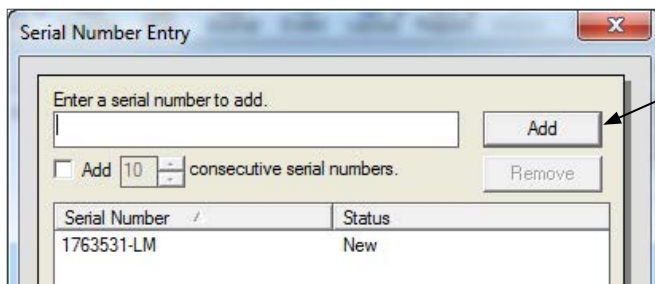


- Select either Serialized Stock Item or Serialized Assembly item as your Item Class.



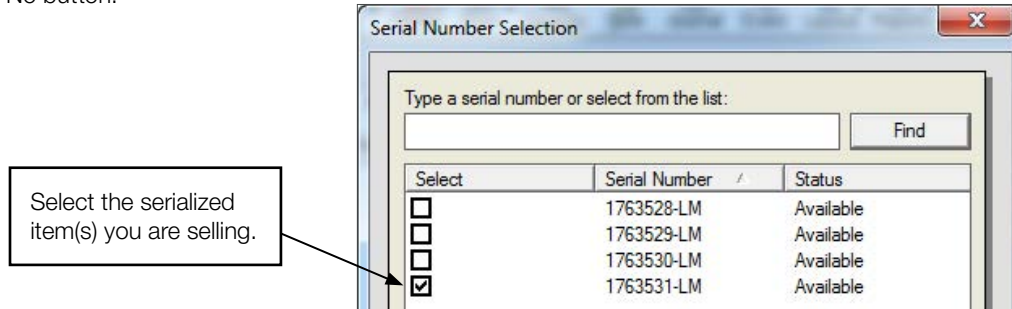
How do I buy and sell serialized items?

- To buy serialized inventory, go to the **Vendors & Purchases Navigation Center**, click **Enter Bills**, and then select **New Bill**. In the Purchases/Receive Inventory window, enter the quantity and serialized item, and click the Serial No button on the toolbar.



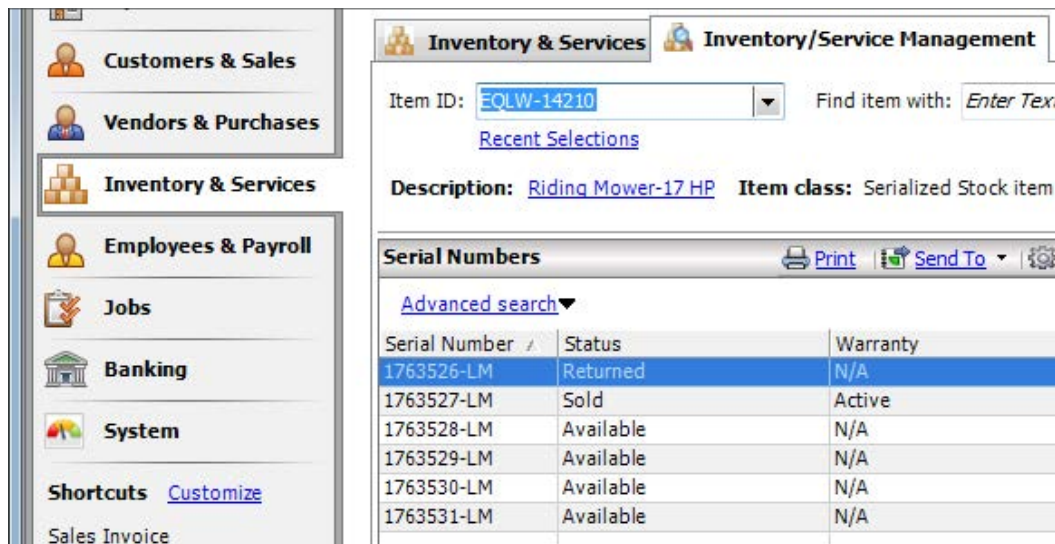
Add the serial number(s) for items you are purchasing, and save the bill.

- To sell serialized inventory to a customer, go the **Customers & Sales Navigation Center**, and click **Sales Invoices**, then select **New Sales Invoice**. In the Sales/Invoicing window, enter the quantity and serialized item that is being sold. Click the Serial No button.



How do I track my serialized inventory?

- Go to the Inventory/Services Navigation Center, and select the Inventory/Service Management tab. Click **Customize this page** and add the Serial Numbers section. This section allows you to track if serialized items are available, sold or returned. You can also see if there is a warranty available.



Did you know?

- You can also track serialized inventory in the Maintain Inventory Items window by selecting the item and clicking the Serial Numbers tab.
- If you need to enter serialized items you already have on hand, **you can enter beginning balances**. In the Maintain Inventory Items window, click Beginning Balances at the bottom.

For more info, visit: Sage.com
or contact us at 866-996-7243