



Receiving Serial Entry Plugin

Megan De Freitas - 2024-11-22 - Purchasing

Overview

The Receiving Serial Entry plugin in Sales Pad gives you the ability to key in multiple serial numbers for one item for one receipt.

Security

In the Sales Pad Security Editor (Modules > Security Editor), search for Receiving Serial Entry and click the check box to enable the functionality. In the security sub- settings, set *Allow Over Receiving* to True. This allows you to enter more serial numbers than quantity.

Usage

Go to the SalesPad Receiving module (Modules > Receiving) and search for and select an order.

Click the ellipsis (...) on the Serial/ Lot(s) column of a serial tracked item. A new window automatically pops up.

Note: the window should only pop up if the item is serial tracked.

The image shows a software window titled "HDWR-PRO-4862: Processor 486...". At the top left is a barcode icon. Below the title bar, there are two input fields: "Quantity:" with the value "0" and "Scanned:" with the value "0". Below these is a single-line text input field. Underneath that is a section header "Serials" above a large, empty rectangular area for a list of serial numbers. At the bottom of the window are two buttons: "Delete" on the left and "OK" on the right.

Within the window, you can type or scan in multiple serial numbers for the item. Click **OK** when you are finished.