



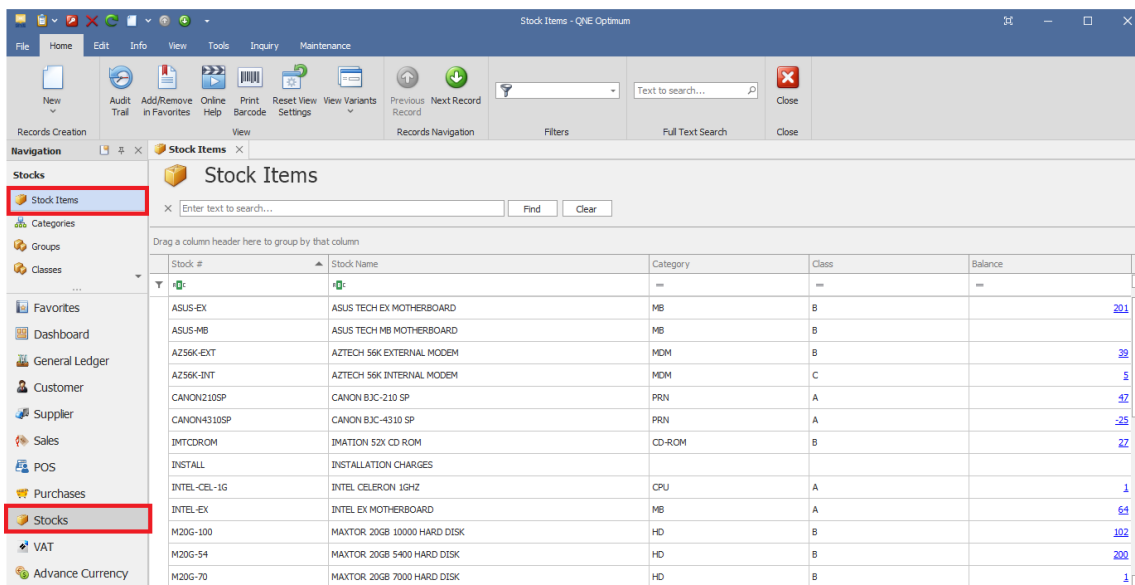
How to Setup and Use Stock Item Barcode

Overview:

Aside from using Stock Code to search the item when creating transaction, the system allows the user to maintain, create and print corresponding Barcode for each item. This Barcode can be read by a Plug and Play Barcode Scanner Device and is being used to punch the item into the transaction.

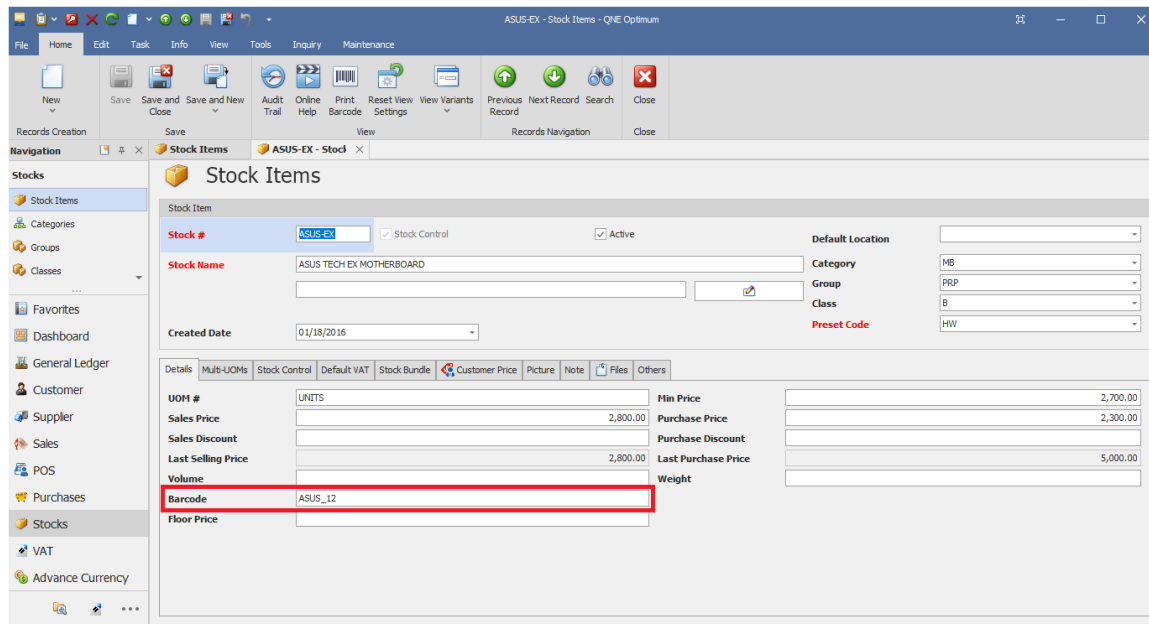
Procedure(s):

1. To setup Stock Item Barcode, Go to Stocks Module > **Stock Items**

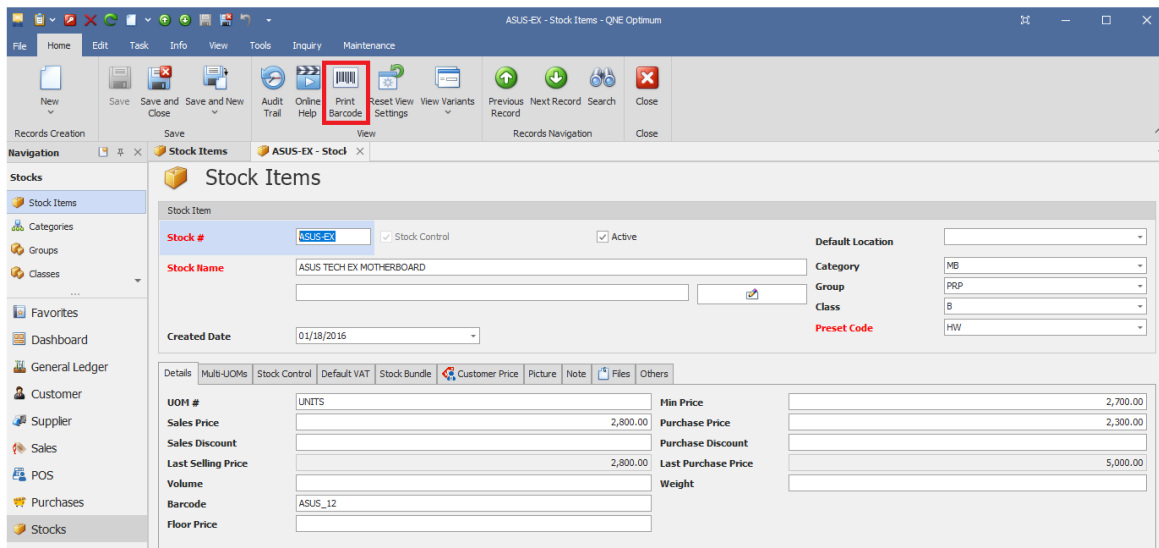


Stock #	Stock Name	Category	Class	Balance
ASUS-EX	ASUS TECH EX MOTHERBOARD	MB	B	201
ASUS-MB	ASUS TECH MB MOTHERBOARD	MB	B	
AZ56K-EXT	AZTECH 56K EXTERNAL MODEM	MDM	B	39
AZ56K-INT	AZTECH 56K INTERNAL MODEM	MDM	C	5
CANON210SP	CANON BJC-210 SP	PRN	A	47
CANON4310SP	CANON BJC-4310 SP	PRN	A	-25
IMTCROM	IMATION 52X CD ROM	CD-ROM	B	27
INSTALL	INSTALLATION CHARGES			
INTEL-CEL-1G	INTEL CELERON 1GHZ	CPU	A	1
INTEL-EX	INTEL EX MOTHERBOARD	MB	A	61
M20G-100	MAXTOR 20GB 10000 HARD DISK	HD	B	102
M20G-54	MAXTOR 20GB 5400 HARD DISK	HD	B	200
M20G-70	MAXTOR 20GB 7000 HARD DISK	HD	B	1

- In **Stock Item Maintenance**, Insert the Stock Item code in Barcode field. Click **Save** or **Save Close**.

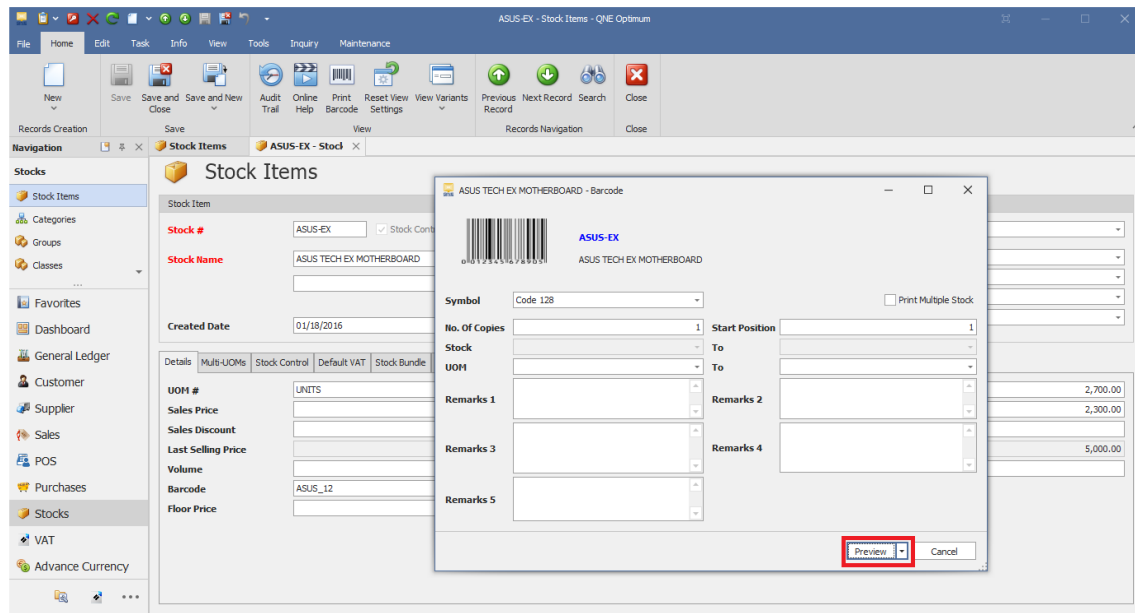


- To *Preview and Print Single Stock Item Barcode*, go to Menu Ribbon > Home Tab > Click **Print Barcode**.

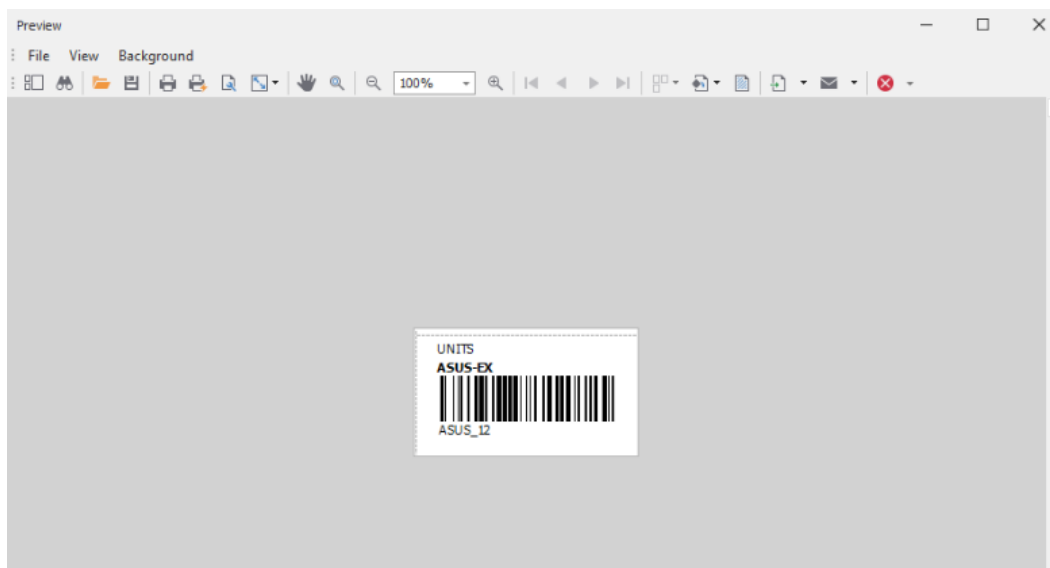


4. Fill the following fields, then Click **Preview**:

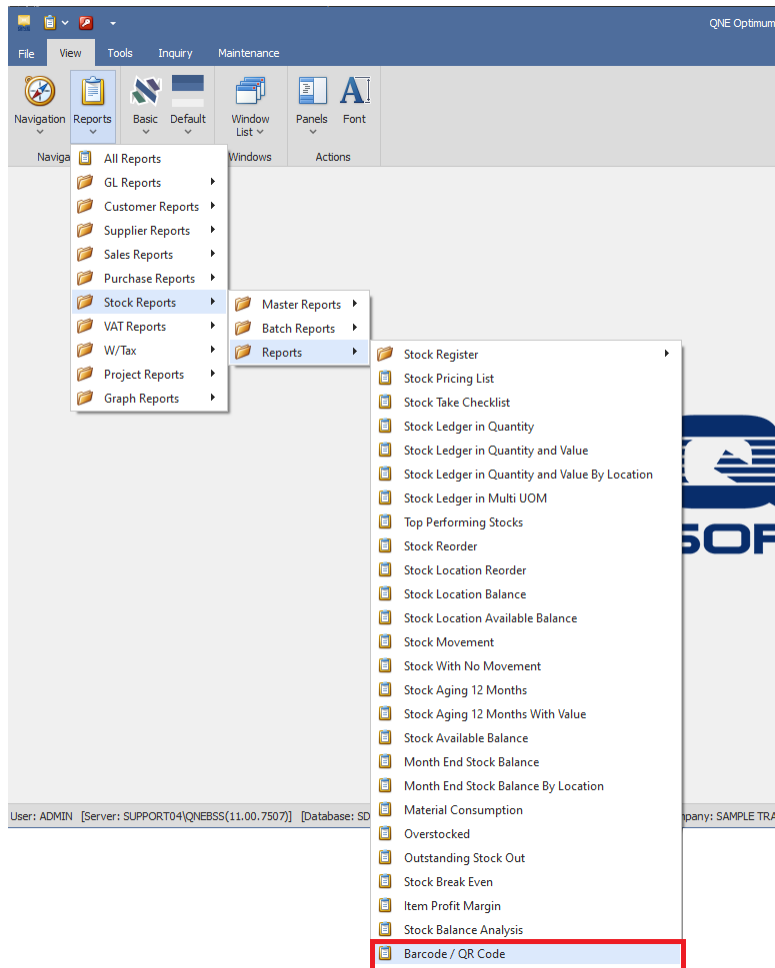
- Symbol - refers to the encoding of information into the barcode image
- No. of Copies



Output Preview Format using **Print Barcode**:

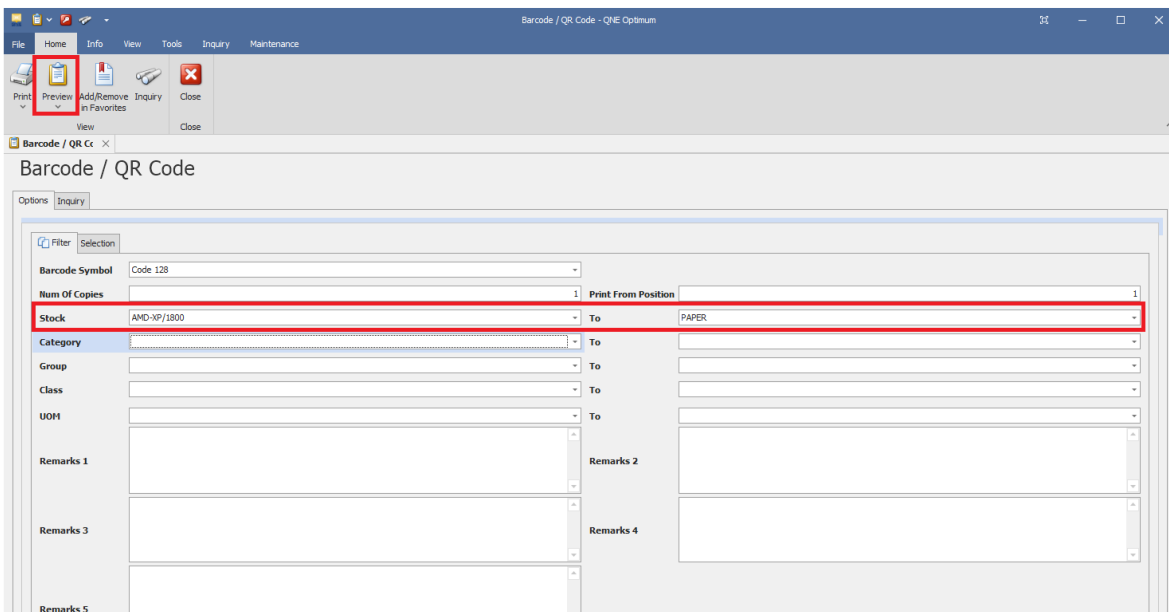


5. To *Preview and Print Multiple Stock Items Barcode*, go under **View** Tab > Reports > Stock Reports > Reports > **Barcode/QR Code**

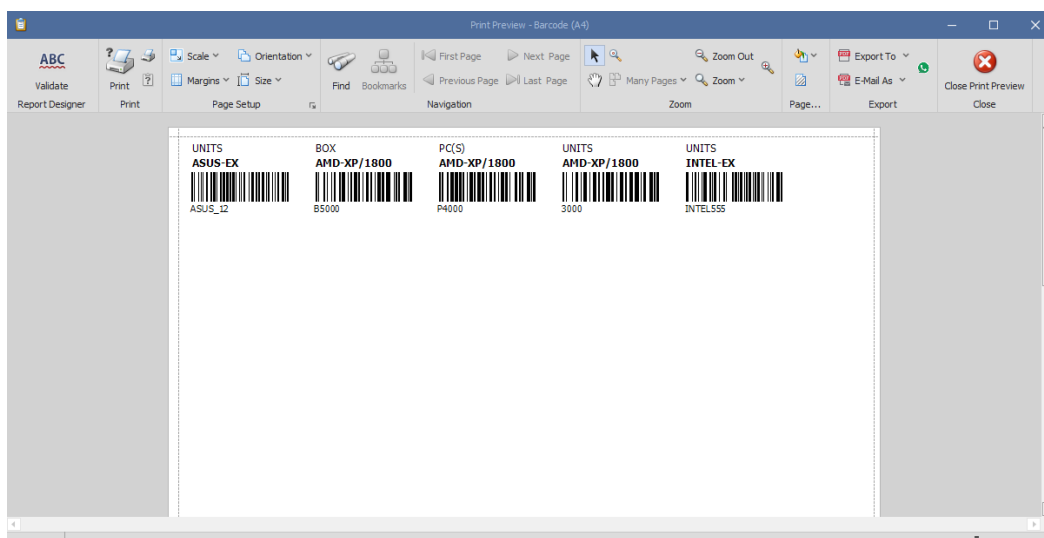


6. In **Barcode/QR Code**, fill the following fields, then Click **Preview**.

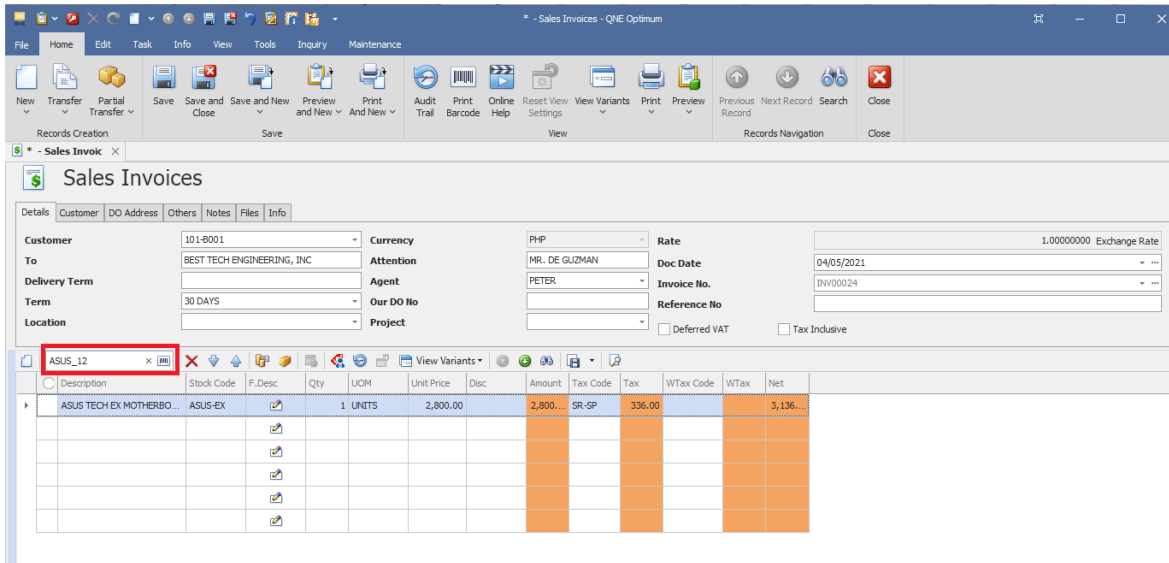
- Barcode Symbol - refers to the encoding of information into the barcode image
- No. of Copies
- Stock



Output Preview Format using **Barcode/QR Code Report**:



7. In **Transaction Form** e.g. Sales Invoice, user can now Scan or Manual type the Barcode using **Barcode Input** field.



The screenshot displays the 'Sales Invoices' form in QNE Optimum. The 'Barcode Input' field is highlighted with a red box. The form includes the following details:

- Customer:** 101-0001
- To:** BEST TECH ENGINEERING, INC
- Delivery Term:** 30 DAYS
- Location:**
- Currency:** PHP
- Attention:** MR. DE GUZMAN
- Agent:** PETER
- Our DO No:**
- Project:**
- Rate:** 1.0000000 Exchange Rate
- Doc Date:** 04/05/2021
- Invoice No.:** INV00024
- Reference No.:**
- Deferred VAT
- Tax Inclusive

Description	Stock Code	F.Desc	Qty	UOM	Unit Price	Disc	Amount	Tax Code	Tax	WTax Code	WTax	Net
ASUS TECH EX MOTHERBO...	ASUS-EX		1	UNITS	2,800.00		2,800.00	SR-SP	336.00			3,136.00

NOTE:

For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://qnesupportph.freshdesk.com>