

How to add serial numbers to a Stock item

Procedure

1. To add a serial number to a stock item, click on the “Stock Ledger” on the side navigation bar under the heading “Products”.
2. Click on the stock item on the product list
3. Click on “Edit’ on the bar along the top.
4. Click on the “Serial Numbers” tab.
5. Right click in the “Available Serial Numbers” box and click on “Add Serial Numbers”.
6. Type in the serial numbers in the pop up box pushing return after each one if there are multiple serial numbers.
7. There is a Serial Number Behaviour option on this window to prompt for a serial number when moving stock, or force the use of a serial number.

8. Click on “OK” and then click on “Yes” in the next pop up box to add the serial numbers