

## Creating Custom SKU Lists

ANDREW

Robert, I notice a lot of people buy this same set of items. Is there a way that we can ring them up easier?

ROBERT

That's a great idea, and yeah, we can! We could set up a custom list; they let us group items that don't necessarily share any lookup fields. Once we create them, they're easy to recall or modify.

ANDREW

I'd appreciate that!

Pick a topic and we'll lead the way for you!

### Topics

- Create Custom SKU Lists
- Modify Custom SKU List
- Save Custom SKU List

### Create Custom SKU Lists

To create a SKU list, begin in the Inventory viewer and open the Miscellaneous Menu.

Choose Custom SKU List.

Select Create SKU List. A prompt to clear the grid appears.

If you want to add to the items displayed in the viewer, select No, otherwise select Yes to start fresh.

For now, select Yes to clear the list.

For short lists, add SKUs one by one in the dialog that displays. Enter the SKU and press OK for each item. When done, press Cancel to close the Add Items One-by-One window.

### Modify Custom SKU Lists

If there is an existing list that you want to view or modify, navigate to the Custom SKU List menu and select Load SKU list.

Choose the list and press Open.

Clear the grid if appropriate.

Eagle displays the list in the viewer.

To add to the list, navigate back to the Custom SKU List menu, and use any of these options.

Create SKU List lets you add items one at a time.

Load SKU List takes an existing list and adds it to this one.

When asked to clear the grid, choose No. Eagle adds the respective entries to the current list.

Import SKU List from File lets you open a previously exported list.

Select the list you want and press OK.

Import SKU List from file opens a window to select a .CSV file from your computer.

You would use this option if you manage a Custom SKU List from a spreadsheet instead of within the Eagle browser.

Your file may only have 3 columns in it, and they must have the order: Store Number, SKU, Quantity.

Select Import from CSV File and choose your prepared file.

When done, remember to save your list before exiting.

You can do this a couple of ways described in the next topic.

## Save Custom SKU Lists

Once you create a list, you have two options for saving it: Save SKU List and Save SKU List to File.

When you want to store the list in Eagle, select Save SKU List, enter a name, and press Save.

You can also save a SKU List to a file. If your list has more than 1500 items, you must use this option.

Eagle asks if you want to append an existing file. Choose Yes to add the contents of the list to a previously saved Custom SKU List file.

You may want to do this for a long list, so you can build in in pieces by combine several SKU Lists.

For this example, we'll create a new file and select No.

Eagle shows a default file name for the Custom SKU List file.

Either edit the name or select OK to accept it.

Eagle creates the file and displays a notification of the file's location.

Eagle saves all Custom SKU Lists to this SKU lists folder.

Note that if you are trying to import a saved list from file and it does not appear in the list, it may have been moved from this directory location.

The contents of this document are for informational purposes only and are subject to change without notice. Epicor Software Corporation makes no guarantee, representations or warranties with regard to the enclosed information and specifically disclaims, to the full extent of the law, any applicable implied warranties, such as fitness for a particular purpose, merchantability, satisfactory quality or reasonable skill and care. This document and its contents, including the viewpoints, dates and functional content expressed herein are believed to be accurate as of its date of publication. The usage of any Epicor software shall be pursuant to the applicable end user license agreement and the performance of any consulting services by Epicor personnel shall be pursuant to applicable standard services terms and conditions. Usage of the solution(s) described in this document with other Epicor software or third party products may require the purchase of licenses for such other products. Epicor, the Epicor logo, and are trademarks of Epicor Software Corporation, registered in the United States and other countries. All other marks are owned by their respective owners. Copyright © 2016 Epicor Software Corporation. All rights reserved.

---

## About Epicor

Epicor Software Corporation drives business growth. We provide flexible, industry-specific software that is designed around the needs of our manufacturing, distribution, retail, and service industry customers. More than 40 years of experience with our customers' unique business processes and operational requirements is built into every solution—in the cloud, hosted, or on premises. With a deep understanding of your industry, Epicor solutions spur growth while managing complexity. The result is powerful solutions that free your resources so you can grow your business. For more information, [connect with Epicor](#) or visit [www.epicor.com](http://www.epicor.com).



### Corporate Office

804 Las Cimas Parkway  
Austin, TX 78746  
USA

Toll Free: +1.888.448.2636  
Direct: +1.512.328.2300  
Fax: +1.512.278.5590

### Latin America and Caribbean

Blvd. Antonio L. Rodriguez #1882 Int. 104  
Plaza Central, Col. Santa Maria  
Monterrey, Nuevo Leon, CP 64650  
Mexico

Phone: +52.81.1551.7100  
Fax: +52.81.1551.7117

### Europe, Middle East and Africa

No. 1 The Arena  
Downshire Way  
Bracknell, Berkshire RG12 1PU  
United Kingdom

Phone: +44.1344.468468  
Fax: +44.1344.468010

### Asia

238A Thomson Road #23-06  
Novena Square Tower A  
Singapore 307684

Singapore  
Phone: +65.6333.8121  
Fax: +65.6333.8131

### Australia and New Zealand

Suite 2 Level 8,  
100 Pacific Highway  
North Sydney, NSW 2060  
Australia

Phone: +61.2.9927.6200  
Fax: +61.2.9927.6298