Have you been looking for a way for your Eagle system to keep track of items that have the same type of issue, such as being prone to theft, but really do not have anything else in common? Or how about wanting to track items that are price sensitive or price competitive?

In today’s module, you’ll learn what an ‘Inventory Item User Code’ is and how it can be utilized on your Eagle system to handle specific item groupings.

Additionally, we will discuss the Eagle reports used to update Item User Codes.

And finally, we will demonstrate how the codes can be included when running reports and accessing viewers.

An Inventory Item User Code is a user-defined field that can be used to group inventory items together for reporting purposes, even if they aren’t necessarily alike.

For example let’s say you have some inventory items that are complementary items, but they reside in different departments. You can assign a specific Item User Code to make sure that you have sufficient levels of inventory of such items to be able to cross-sell and increase revenue.

There are four standard Item User Code fields and an additional sixteen Expanded Item User Code fields to choose from. They can be found on the Codes tab and the Load tab of the Inventory Maintenance or IMU screen.

When you’re using an Item User Code to group items together, you need to assign the same Code to each of the items and make sure that the code is in the same position for all the items in this grouping.

Using our complementary items example, you could place a ‘C’ in the first position of Expanded Code A on each of the items that you want to include in this group.

It doesn’t matter what letter or character you choose to tag these items. You simply need to be consistent with the one chosen throughout the grouping, as well as consistent with the User Code position.

Keep in mind that these codes are case sensitive.

On software levels 24.1 and higher, the 20 user codes in IMU can now have their own user-defined description to identify what each code is for.

You can also add a user-defined choice ‘drop down list’ for each code.

Once entered, you can see the code description and choices in IMU.

Access to code definitions is controlled by security bit 1108.

Setup occurs in IMU by clicking ‘File’ and then ‘Configure’.

Press the ‘Codes’ button.

The ‘Code Maintenance’ dialog for Inventory Maintenance displays.

Highlight the user code you want to define and click ‘Description’.

Enter the description and click ‘OK’.

Back in the Code Maintenance dialog, click ’Values’ and then select ‘Add’ to enter the first choice for this user code.

Enter the value and the description of what the value means and click ‘OK’.

Repeat for each choice and when done, click Cancel’.

Once setup is complete, to view or change a code’s current value in IMU, click on the code field’s label, which is now a hyperlink.

The ‘Inventory User Codes’ dialog that appears will show the 4 codes and their current values.

You can select a choice from the drop down list or enter any other value. Note that you are not limited to selecting only the pre-defined choices you created under ‘Maintain Code Values’.

Once you have made your selections click ‘OK’ to close this dialog.

Back on the ‘Codes’ tab you must press ‘Change’ to have the updates applied.

This message at the bottom of the Codes tab will remind you to press ‘Change’.

If you know the value you want to enter, you can still change a user code by clicking into that space, typing the value, and pressing ‘Change’.

You do not have to click the hyperlink in order to make changes.

Also, notice that hovering on one of the code input fields displays a tooltip which contains the description for that code.

Another important point to remember is that the Item User Code field is considered a Master Data field.

A Master Data field comes into play in a multi-store system setup environment and basically means the Item User Code will have the same value across all stores.

Start Update Inventory Items User Codes

Now that you’ve seen how to set up Inventory Item User Codes, let’s talk about how to update them.

You could, of course, go into IMU and enter each code for every item you want to include in a group.

And if you’re using codes to group items that are in different departments or do not have another relationship, you sometimes cannot avoid the manual update method.

But, if you want to assign codes to items within a specific range or based on analytical criteria, using a report to update the user codes is much faster.

There are two reports that can be used to update Inventory Item User Codes. The first report is the ‘Inventory Item Code update’ report or RICU. This report can be used to update many fields of information within the Inventory Maintenance screen. It can be run by Specific predefined ranges such as Departments, Classes or Vendors.

A common use for the report includes reassigning location codes when you move items from one display to another at the end of the season.

Likewise, you could use the RICU report to change or assign new User Codes to a group of items you want to track.

Be very careful when running the RICU report, as it will update every item selected on the reports ‘From/To’ range page.

For more information on running the RICU report you can refer to the Training on Demand module “Updating Ranges of Items” or view online help.

The second report that can be used to update ‘Inventory Item User Codes’ is a report called the Product Analysis Report or RPA.

This report can update any of the Standard four ‘Item User Code’ fields, as well as the Inventory item’s Popularity code based on the analysis criteria and time frame that you select.

Typically the RPA report is setup to run for you automatically as part of an End of Month report queue.

For more information on running the RPA report to update user codes you can refer to the Training on Demand module “Product Ranking” or view relevant online help.

You can also update User Codes and Expanded User Codes in the Inventory Active Viewer and with Inventory Import Tools.

Excel spreadsheets can be easily manipulated and imported back into Eagle to quickly change these fields in IMU.

See the Training on Demand courses titled ‘Active Viewers’ and ‘Inventory Import Tools’ for more information on these powerful functions.

Once Inventory Item User Codes have been assigned to your inventory items, there are a couple of different ways that the Eagle system will allow you to utilize them.

One of most obvious ways is through Eagle’s Inventory reports.

Most of the Inventory reports have a ‘Codes’ selection section right below the Standard ‘From/To’ area of the report.

In our ‘complementary items’ example mentioned earlier, we assigned a ‘C’ to the first position of Expanded Code A on all the relevant items.

If you want to include all items that you’ve coded as complimentary on a specific report, you’ll just open the Code Selection area of an Inventory report and place the letter “C” in the first position of Expanded Code A.

Leave the “Exclude?” question to the right of the field set to “N” and the From and To fields blank.

The system will scan the entire Inventory file looking for any item that has the letter “C” in that first position and list them for you on the report that you’re running.

If you place the letter “C” in the first position of the Expanded Code A field, and changed the ‘exclusion’ question to the right of that field to “Y,” the system will scan the entire Inventory file and list every item in the system that does NOT have a “C” in that first position of Expanded Code A.

The other way of utilizing the Inventory Item User Codes is through the use of Inventory Viewers.

You can select the User Code field as one of the ’columns to view’ in the Viewer, and then place a filter on that field to include or exclude everything except the items that have a specific code.

Todays’ lesson on Inventory Item User Codes should serve as a good foundation to help you implement, maintain and utilize these fields to better manage the Inventory items within your business.

Intelligently Coding your most valuable asset, your inventory, can provide a deeper level of reporting functionality.

In turn, identifying channels of theft or maintaining a closer eye on price sensitive items.

The User Codes and Expanded User codes permit you to get the most from your Eagle inventory data.