

Printing Inventory Labels

Maintaining accurate pricing on bin tags and signage is a crucial element of customer satisfaction.

The most effective way to do this is to make sure to keep the bin labels current when prices change, or when you move product to a different location.

Bin Labels also help eliminate the need for putting price stickers on individual items.

You can print labels from your system several ways.

In this course, we describe the workflow of printing labels using the Label button, from Inventory Manager, Label Manager, and batch printing from the Bin Label Print Report.

We also describe how price changes work with landed cost.

Objectives

- Label Button
- Inventory Maintenance
- Label Manager
- Batch Printing
- Bin Label Print Report
- Price Changes and Landed Cost

Label Button

For systems running level 24.1 and higher, Modify Item Promotions, Item Price Changes, and the MPO posting grid have a Label button that enables label format and printer selection plus the option to generate tags.

The button is also available in several viewers including: the Inventory Viewer, the Purchase Order Detail Viewer, the Purchase Order Archive Detail Viewer, and the Bin Label Changes Viewer.

After selecting items that require a label, the system gives the option to Print Now, Add to Label Manager, Save to new batch, or Launch Label Manager.

Selecting Print Now displays a dialog box in which to enter the quantity of labels to print.

The Number of Labels drop down box gives another way to select quantities.

Choose OK to select a Label Format, the correct printer, and show a Starting Column and Row number if using sheets of labels.

Selecting OK again sends your selected items to the printer.

Inventory Maintenance

You can print individual Item Bin Labels from Inventory Maintenance if you have a label printer, such as a Zebra printer, which prints labels one at a time from a roll.

This is helpful if you notice that a bin label is missing or only need a few labels for one or two items.

From Inventory Maintenance, enter the item number in the SKU field, and press Enter to display the information.

Next, select the Codes tab and choose the Print Bin/Price Labels link.

The Print Label box displays.

Select the printer, the quantity of labels to print for this SKU, the label format, Print Immediately, and then select OK.

This process works well when you only need a few new bin labels, and you don't want to waste a half a page of sheet labels.

There is one caveat to printing labels using this option.

If you specified a default number of bin labels to print when setting up Location codes, that number will override whatever quantity you enter in the Print Label field.

To be able to specify a different number whenever you print a label or run the Item Bin Labels Report, the number of Bin Labels flag should be set to N.

If you need to print labels for several items and want to print them on laser labels, select Save to Batch instead of Print Immediately.

The system sends the items selected to the Label Manager where you can also print them when ready.

We'll address this process in another section.

Label Manager

When you need to print bin labels and you do not have a label printer that prints them one at a time on a roll, or if you want to print several labels at a time, you will print them on a Laser Printer using Label Manager.

Selecting Add to Label Manager gives more control over when and how to produce labels.

You can also find this application under the Label Design & Printing menu with the heading Print Inventory Labels.

The first step is to add the items that need labels to the Label Manager grid. You can do this one at a time or use the Inventory Viewer to add several at once.

From the browser, select Label Design & Printing Menu.

Then select Print Inventory Labels.

Label Manager opens with a blank grid, ready to add the item information.

Choose Add and enter the SKU and the Quantity for an item that needs a bin label.

Since you're printing bin labels, enable this check box.

Then press Enter. The system posts the item to the grid.

Note - if you specified a quantity in the # of Bin Labels field in Inventory Maintenance for this item, that number will override the quantity entered here in the Add Label Record field.

If you do not know the item numbers of the SKUs, you can look them up using the Inventory Viewer.

Open the Viewer and select Change Lookup to choose the method to use to find the items.

Remember to press Refresh to load the items into the Viewer.

With the items displayed, you have two options for loading them to the Label Manager grid.

To add all the items, choose Select and answer Yes – Select All Records from Viewer.

To select some but not all the items, enable the check box for each item that you want to print a label.

Next, double-click the Checkbox column header to filter the grid.

When the viewer reloads, only the items you checked appear.

To change the Description or the quantity-to-print of any items in the grid before printing your bin labels, make the change in the Description or Quantity fields.

Select Change when finished.

With the items that need bin labels loaded in Label Manager, you can easily print whatever you need.

To print all the labels in the grid, select All/None to select all items, then press Print.

If you don't want to print labels for all the items, use the checkboxes to select just those items for which you want to print labels.

If you're printing labels for most of the items, it may be quicker to choose All/None to select all of the items and then deselect the checkboxes next to the items you do not want to print.

A best practice is to sort the viewer by the Location column, so that your labels print in Location Code order.

This will save time when hanging the labels.

With items selected for printing labels, choose Print.

Select the label profile, choose Open, and select the printer.

Change the Starting Row if you're using a partially printed sheet of labels or leave the default of 1.

To preview the labels, select Preview.

Choose OK when ready to print the labels.

After printing the bin labels, delete the items from the Label Manager grid.

Select All/None to put a checkmark next to all items in the grid.

Then choose Delete and confirm the action.

Batch Printing

The batch feature allows work on multiple applications, creating a file for any new labels, and then printing them together after loading the proper forms.

To add the items to a batch, select the Labels button and then choose the items you want to include in the grid.

Choose the option Save to New Batch. The system displays the batch options in a new window.

Use the Number of Labels drop down list to show how many labels to print for each item.

Add a detailed description for this batch of up to 50 characters in the Batch Description field.

Select OK.

The system confirms the action.

Once you create the batch file, import it to print labels.

Open Label Manager and select Import in the ribbon.

The Batch Management window enables search by Store, Source, Created By, Terminal, or a Date Range.

Make the desired selections and choose OK.

Enable the check box for the desired batch or batches and either add them to Label Manager to make changes or select Print Now.

If printing now, select the Label Format, choose the Printer, and select a Starting Column and Row.

As before, preview the labels or select OK to print.

Depending on how the system administrator set Option ID 5824, the system may prompt you to delete the batch after printing.

Option 7320 sets the Days to Keep Label Manager batch files. The system automatically purges those with a date-created-value older than this number of days.

Refer to the Course Materials and online Help for more information on these Options.

Bin Label Print Report

Use this batch process in conjunction with the Item Bin Label Report (RBL) to print a range of bin labels from the source files you use most often, including the Inventory File, Price Change File, Purchasing File, Promotion File, and Item Change File.

Selecting Inventory File allows you to select a range of items to add to a batch file from the inventory file.

Using the report's from and to range, you can focus on the appropriate values such as all items in a particular department and location range.

When you use the Item Price Change window to set new prices, the system stores the changes in the Price Change File until they're finalized.

This makes it a great source for printing updated bin labels before the new prices take effect.

Create a batch of bin labels for all the items on a purchase order by selecting the Purchasing File.

This helps make sure that the bin labels are ready to put on the floor when new stock arrives.

Use the Promotion File with RBL to print signs and new bin tags.

N-series systems have a feature that enables adding an RBL to an end of day queue to generate a label batch a given number of days prior to activating a promotion.

Selecting the Item Change file enables printing bin labels whenever information on the current label changes or to print bin labels for new items.

For example, if a manufacturer's number has changed, the system captures this in the Item Change file.

Selecting this as your source enables specifying the types of changes you want to include on the printed bin labels.

This saves from manually tracking every change that requires a new bin label.

In the Options section, the Label to Use drop-down menu gives a choice to Generate File for Label Works/Label Manager.

Systems running release 24.1 and higher includes the ability to select Days Before Start and Days Before Effective.

This enables adding the Print Bin Label Report to a daily queue and printing labels for price changes whose Effective Date is X-days-away or Promotions whose Start Date is X-from-now.

For example, an RBL from the Price Change file with Days before Effective set to 1 will print labels for price changes whose Effective Date is tomorrow.

Price Changes and Landed Cost

Price changes may occur from manual changes, processed telecom files, or through the receiving process.

It is important to make sure to reflect these retail changes on your bin tags and at Point of Sale.

If using Landed Cost, the system gives the ability to create price change records when running the Receiving Report (RRP).

For this to occur, you must set option ID 105 - # of days to keep unsent email to X or Y.

When the cost of a received item changes or incurs freight and miscellaneous charges, the system calculates a new retail price automatically on completion of the receiving process.

Check with your General Ledger or Accounting manager to learn if your business uses Landed Cost.

Within Purchasing & Receiving, select the Reports tab and choose Receipt Posting.

This opens the Receiving Report.

The system populates the From/To information automatically.

On the Update Prices tab, select option P or Q plus option S.

You do not need option F – Finalize Receipts from the Update Options at this point.

On the Print Setup tab, verify or set the Print To setting to S – Spooler Only.

Running the report this way just creates a record in IPC of each new retail calculated when the cost changed.

Select Run.

Within IPC or Item Price Changes, the system displays a new record with the current date listed as the Effective Date for any new retails calculated.

Enable the check box for each item that you want to print a label or right-click on the header above the check boxes and choose Select all Rows.

Remember, this window has viewer functionality. Sort and filter accordingly.

To print many labels, double click on the Location field so they print in Location Code order.

Select the Labels button on the ribbon menu.

Choose an option to print the labels now, open Label Manager, or create a batch to print later.

Run the Receiving Report to finalize the changes in IPC.

Running the Receiving Report (RRP) with Update Option F selected updates the Quantity-on-Hand and Quantity-on-Order.

Recap

There are many efficient ways to generate tags when costs and retails change.

The Labels button offers several options along with the Bin Label Print Report and the IPC viewer.

A Best Practice is to create a store procedure to support price changes and manage label creation with Label Manager.

In this course, we described the workflow of printing labels using the Label button, from within Label Manager and the Bin Label Print Report.

We also described how price changes work with landed cost.

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