

Produce Receiving Labels Transcript

Robert:

Looks like some of our inventory had its cost changed.

Andrew:

Oh... what does that mean for us?

Robert:

We'll have to update our Retail prices and then replace price labels for the affected items.

Andrew:

Sounds simple enough, if you can update and print the prices, I'll swap out the price labels this afternoon.

Robert:

That sounds like a plan! I'll get started.

Pick a topic, and we'll show you how to update prices and labels while receiving.

Topics

- Run the Receiving Report (RRP)
- Landed Cost: Update Inventory File and Print Labels
- Manual Price Update: Printing Bin Labels

Run the Receiving Report (RRP)

If you are using Landed Cost, you can use the Receiving Report (RRP) to create Price Change Records.

When an item's cost changes, it's a best practice to calculate and display a new Retail price for the product.

Creating a Price Change record is an easy way to print updated Price Labels.

After receiving the PO, choose the Reports Tab and select Receipt Posting. Eagle opens the Receiving Report (RRP).

On Print Setup, set the report to Spool.

On the Update Options tab, Disable Option F and P under the Update Options section.

In the Update Prices section, enable Option S and either P or Q depending on how you calculate retail prices.

Disable all other options in this list.

Eagle automatically adds the selected Purchase Order on the From/To tab. Confirm that this is correct.

Select Run

When you run this report with these settings, Eagle creates a record in Item Price Change (IPC) of each updated Retail price.

Landed Cost: Update Inventory File and Print Labels

After updating prices with the Landed Cost, open Item Price Change (IPC) and view records for the new Retail Prices.

The Effective Date displays today's date. You can confirm or edit the updates as with any price change.

If you have a lot of labels to print, it is helpful to sort them by Location before continuing.

Enable the check box for each item that you want to print a label for. Then select the Labels button.

From here, you can print the labels, save them for later, or use the Label Manager to change them.

If you choose to Print Now, set the Number of Labels selection and enter a Specific Quantity.

Press OK.

Select a Label format and choose a Printer from the drop-down menu. Then press OK to print.

After printing your labels, run the Price Change Report (RPC) with only option F enabled to update the new costs and retail prices in your inventory file.

Then run the Receiving Report (RRP) with only Update Option F enabled.

This finalizes your Purchase Order and updates the quantity on hand.

Using Landed cost to update Retail prices during the Receiving process helps ensure the shelf price matches the Retail price at Point of Sale.

Manual Price Update: Printing Bin Labels If you are manually creating new Retail Prices without the Landed Cost, you can run the Bin Label Report for Purchasing to generate and print a Batch Label file.

Open Purchasing and Receiving (MPO). Select the Purchase Order.

Open the Reports tab and choose the Bin Labels button.

Bin Labels – Purchasing automatically uses the selected PO number when you open it from Purchasing and Receiving (MPO).

On the Print Setup tab, select Print To option (S) Spooler Only.

Next, go to the Options screen and confirm the selections.

This example is to send a file to the Label Manager, and printing labels for those items with a Retail price change.

If you opened the Bin Labels Report - Purchasing (RBLP) from Purchase and Receiving (MPO), Eagle populates the From/To settings automatically. Otherwise enter the PO number in the From and To fields.

Press Run. The spooled report is your batch file.

Next, Import the Batch file to the printing function to review, edit, and print the Bin Labels.

From the Eagle browser, open Print Inventory Labels.

Select the Import icon.

Use the criteria available in the Batch Management window to locate your Batch.

We'll use the Bin Label Report (RBL) as our source.

Enable the check box for the Batches to include and choose either Print Now or add them to Label Manager to make changes.

If you added the Batch to the Label Manager, Select the desired Batches, press the Print button, and choose the correct Label format from the Label Profile box.

Select Open.

Choose your printer and press OK to begin printing.

When printing is complete, review the labels for accuracy.

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