

Advanced Special Order Quick Add Special Order SKU

Advanced Special Order Quick Add Special Order SKU. Special order items can be a challenge for retailers. Eagle has the ability to quickly and easily add non-stock SKUs directly from the Point of Sale screen. We will walk through the setup of the template SKU in inventory and demonstrate the creation of non-stock items at Point of Sale. We will also examine the benefits of adding a non-stock item from your Eagle Catalog.

We will begin by setting up the non-stock template SKUs in inventory for use at Point of Sale. Best practice is to create a template SKU for each department and one generic Special Order SKU in case an item does not fall under a specific department. From the Eagle Browser, select Inventory, and then click Inventory Maintenance.

You can also type IMU in the Eagle Browser Launch Bar. Enter the desired SKU. In our example we will use SO40 to represent department number 40. Enter that department and Update the description. Enter the stores that this SKU will be used in.

Select Add from the Ribbon Menu. Click the Miscellaneous button from the Ribbon Menu. Select Add Special Order Template SKU. On the Maintain Special Order Templates Screen, select Add. Type in the SKU number that you just added and press OK. Your SKU is now listed on the Maintain Special Order Templates Screen. Repeat this process for all Template SKUs you need to create.

You are now ready to use the template SKU at Point of Sale to create non-stock items. From the Point of Sale screen, select Special Order on the ribbon menu. Type the appropriate Template SKU number in the item box. Press Enter and the Add Automatically Generated SKU window will open.

Enter the item Description, Order Quantity, Cost, and Retail. Press OK. Complete the special order and take the required deposit.

If you have an Epicor Eagle Catalog, you can use it to add non-stock items. Place your cursor in the item box. Select Catalog from the ribbon menu. Use the provided criteria to locate the item in your catalog. Then press Enter or click Lookup.

Identify the item the customer wishes to purchase. Highlight it and select Sell. Update the quantity the customer wants to order. Press Enter to add the item to the transaction and to the inventory file. Review the information displayed and press Enter to add the line. Complete the Special Order as you normally would.

You now have the skills to create template non-stock SKUs and use them in Point of Sale when creating a special order. If you are an Eagle Catalog user you can also quickly add special order items from your catalog vendor.

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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