

Tag Number

Tag number list allows one to add a tag number or RFID unique tag number to an item.

This tag does not need to match the number of items sold, but log whether that tag number is sold or not.

Activate the tag tracking against an item

The screenshot shows the 'Edit Inventory Item' window with the 'General' tab selected. The window has a blue header bar with the title 'Edit Inventory Item' and a close button. Below the header is a toolbar with icons for Attachment, Memo, Info, Suppliers, Warehouses, Alerts, Inventory Overview, Functions, and Close. The main area is divided into sections: 'Inventory Detail' (with 'Inventory Code: CAS/CS/HIGH' and 'Description: Case Black High End'), 'General' (with fields for Default Supplier, Payment Method, Expenses Property, Commission %, Commission Rate, Lead Time, Days, Excl. From Comm., Points, Lab Item, and POS Item), 'UOM Type' (with fields for Unit of Measure, Selling UOM, and Purchase UOM), and 'Custom, Service and Fixed Asset items only' (with fields for Expense account, Zero Cost on Docs, Job Costing Allocation, Job Capture Max Hrs, Zero Cost on Job, Flag Report, Use Mapping COS, Batch Tracking, Serial Number, and Serial No. Tracking). A red box highlights the 'Tag Tracking' checkbox, and a red arrow points to it from a text box that says 'Add in a Tag Tracking option'. The 'Tag Tracking' checkbox is currently unchecked. The 'Serial Number' field has a red note: 'Tick this box for serialised inventory items that require serial number tracking.' The bottom of the window has a toolbar with buttons for Save & New, Save & Close, Save, Close, and Recalculate Item.

Edit Inventory Item

Inventory Detail

Attachment Memo Info Suppliers Warehouses Alerts Inventory Overview Functions Close

Inventory Code: CAS/CS/HIGH **Description:** Case Black High End

General:

Default Supplier: Filvent JHB Commission %: 0 Rep. Commission Setup Excl. From Comm.: ☐

Payment Method: Commission Rate: Sales Rep Points Setup Points: 0

Expenses Property: Lead Time: Days: 0 Lab Item: ☐

POS Item: ☐

UOM Type:

Unit of Measure: EA - Each

Selling UOM: Purchase UOM:

Custom, Service and Fixed Asset items only:

Expense account: Fixed Asset Setup

Zero Cost on Docs: ☒ Job Costing Allocation: ☐ Job Capture Max Hrs: 0

Zero Cost on Job: ☐ Flag Report: ☐ Use Mapping COS: ☐

Batch Tracking: ☐ **Tag Tracking** ☐

Serial Number: Tick this box for serialised inventory items that require serial number tracking.

Serial No. Tracking: ☐

Save & New Save & Close Save Close Recalculate Item

Entering a tag number against an item

This button is active if the item highlighted is Tag tracking active

This allows one to scan or import tags to an item

Rule for deleting

Can delete a tag number as long as it has not been marked as sold

Inventory Module

Configuration

Inventory Setup

Group Codes

Category Setup

Brand Make Model Setup

Units of Measure Setup

Item Grouping

Warehouse Setup

Boxes

Inventory Expenses Property

Change Control Where Used

Bill of Materials Setup

Manufacture Setup

Endophyte Type1

Stock Adjustment Types

Inventory Setup

Item Code:

Barcode:

Group Code:

Order By:

Active:

Onhand Only:

Item Description:

Suppliers Item Code:

Suppliers Name:

Category:

BOM Items:

Serialized Items:

Total Stock

210

Total Custom

34

Total Service

30

Fixed Assets

3

Total BOM

6

Main

Cost Price

Supplier Cost Price

Stock Available

Serial Numbers

Batch Numbers

Locations

Tags

#	Att	Memo	Status	Stock Code	Short Description	Qty On Hand	Total Value	Cost Price	Stock Type
1				7050/0001	Owned Assets - Motor Vehicles: Cost	2	200 000.0000	100,000.0000	Fixed Asset
2				CAS/CS/HIGH					
3				HAR/LT/SSD/					
4				RZAC65EVM					
5				DOOR/1					
6				COM/LAPTOP					
7				RZAC75EVM					
8				DOOR/2					
9				RZAC35EVM					
10				RZAC45EVM					
11				FA/OFFICE/E					
12				HAR/DT/7200					
13				Wastage					
14				MP/150/100					

Tag Numbers

Search

Import

Tag

Numbers

Tag

Number:

Page

0

of 0

Remove Paging:

Delete

Tag Number

Item Code

Item Description

Tag Link

Yes

Add and Remove tags

Inventory Setup

Search Add Edit Clone Delete Inventory Overview View Image Serial No. Options Functions Print Import & Export

Basic Search Custom Search Expand

Item Code: Item Description:
 Barcode: Supplier Item Code:
 Group Code: Supplier Name:
 Order By: Stock Code Category: All
 Active: ☒ Onhand Only: ☐ BOM Items: ☐ Serialised Items: ☐

Total Stock **794** Total Custom **80** Total Service **46** Fixed Assets **9** Total BOM **49**

Main Cost Price Supplier Cost Price Stock Available Serial Numbers Batch Numbers Locations Tags

Page 1 of 10 Remove Paging: ☐ 

#	Att	Memo	Status	Lock Pricing	Code	Description	Mobile Sync	VAT	Qty On Hand	Barcode	Supplier	Label	Link
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													

Tag Tracking

Search Add Remove Import Close

Tag No:

WHS User default WHS

Page 1 of 1 Displaying 1 - 1 of 1

#	Stock Code	Description	Tag No	WHS	Sold	Date
1	04-01/3220921	Downpipe 3.2m 80mm Slate	TAGTEST01	Roodepoort Warehouse	0	2026-

Linked tag number search

This tab looks at tag numbers linked to a stock item

This grid shows the tag numbers, date added and date sold

Good to add in the invoice it was linked to when sold

Inventory Module

Configuration

- Inventory Setup
- Group Codes
- Category Setup
- Brand Make Model Setup
- Units of Measure Setup
- Item Grouping
- Warehouse Setup
- Boxes
- Inventory Expenses Property
- Change Control Where Used
- Bill of Materials Setup
- Manufacture Setup
- Endophyte Type1
- Stock Adjustment Types

Inventory Setup

Search

Add

Edit

Clone

Delete

Inventory Overview

View Image

Serial No. Options

Functions

Print

Import & Export

Search by Item Code

Custom Search

Expand

Item Code:

Barcode:

Group Code:

Order By:

Active:

Item Description:

Suppliers Item Code:

Suppliers Name:

Category:

BOM Items:

Serialised Items:

Onhand Only:

Total Stock 210

Total Custom 34

Total Service 30

Fixed Assets 3

Total BOM 6

Main

Cost Price

Supplier Cost Price

Stock Available

Serial Numbers

Batch Numbers

Locations

Tags

Page 1 of 1

Remove Paging:

#	Stock Code	Short Description	Tag No	Warehouse Name	Sold	Date Added	Date Sold
1	RZAC6SEVM	6.5KW R32 SA Compact Cassette RC ODU	12345	Master Warehouse	Yes / No		
2	RZAC6SEVM	6.5KW R32 SA Compact Cassette RC ODU	123456	Master Warehouse			
3	RZAC6SEVM	6.5KW R32 SA Compact Cassette RC ODU	1234567	Master Warehouse			
4	RZAC6SEVM	6.5KW R32 SA Compact Cassette RC ODU	12345678	Master Warehouse			
5	RZAC6SEVM	6.5KW R32 SA Compact Cassette RC ODU	123456789	Master Warehouse			

Invoicing

When invoicing, the tag number button is active for item if the item is marked as tag number

Invoice Search

Search

Add

Edit

Basic Search

Custom Sea

Debtors:

Description:

Date From:

Order Number:

Total Ex GST:

Page 1 of 1

Att

Memo

Status

Invoice

Detail

Address

Extras

Link

Shipping

Action

Scan

Save

Invoice Number:

Debtors:

Debtors Name:

Sales Rep.:

Invoice Date:

Due Date:

Cashflow Due Date:

ABC0010

ABC Company

Dealer

2026-05-06

2026-06-20

Items

Page 0 of 0

Seq. No.

LS

Status

Footer

Promotion Value:

Discount %:

Service Month:

Internal Contact:

0.0000

0

May

Malcolm Gran

Add Invoice Item QTY: 26

Inventory Overview

View Image

Task Link

Functions

Currency: NZD - NZ Dollar

Category: Stock

Details

Notes

UOM

Build kit

Stock Item:

Description:

Item Group:

Qty:

Pricing Structure:

Selling Ex GST:

Selling Inc GST:

Sub Total Selling:

GST Value:

Total Selling:

Line Reference:

Sequence No:

10-1000 - African Daisy 10cm High Plant

African Daisy 10cm High Plant

1

Default

8.511627908

9.79

8.51

1.28

9.79

1

Back Order:

Warehouse:

UOM Type:

UOM:

Line Discount:

GST Type:

Mark-up %:

Cost Per Unit:

Profit Cost / Unit:

Total Cost:

MAST - Master Warehouse

0

15%

50.00

5.674418605

2.84

5.6744

Show In Print:

Build Selection:

Division:

Region:

Qty On Sales Orders:

1

Flag:

Weight Per Unit:

Asset Name:

Sales Rep:

Project:

Qty On SO Confirm / WHS:

0.00

Dealer

Lead Time:

Order Date:

Reminder Date:

Required Date:

Creditors:

Drop Ship:

PO Qty:

Production Tracking:

Item Code:

Item Cost:

Supp. Discount:

Last Updated:

Last Updated By:

Internal Note:

Production Code:

Points:

Packages:

2026-05-27

2026-05-27

2026-05-27

Rectron

00-1000

NZD 4.5000

0.0000%

2026-04-08 06:49:55

Malcolm Granville

0

1

Save & New

Save & Close

Close

Tags

Update Cost

Recalculate

Tag search on invoice

The scan can search the tag number table, then add the item linked to it and put the tag number on the invoice

Invoice Search

Search Add Edit

Basic Search Custom Search

Debtors: Description: Date From: 2026-04- Order Number: Total Ex GST:

Page 1 of 1

Att Memo Status

1 1 2

Attachments Memo Create Reminder Check Stock Qtys Functions Import Order History

Invoice

Detail Address Extras Link Shipping Action Scan

Scan Barcode: Last Item Scanned: Last Result: Serial No: Serial Last Result:

Scan Log:

Let this allow for scanning on the tag no table, then add in the linked item. Then add in the tag number

Save Close View Quote Print Invoice Process Invoice T & Cs Payments

Items

Page 1 of 1 Paging Add Note Edit Delete Quick Barcode Show/Hide Displaying 1 -

#	Seq. No.	LS	Status	Type	Code	Description	Job Item Stat	Qty	Total Selling Ex GST	Total Selling GST
1	1			Stock	LAPTOP/MG/SN	Laptop with Serial numbers		1	1,450.00	217.50

Sales Order confirm

Confirming an item allow one to allocate tags

Sales Order Quantity Confirmation

Attachments Confirm Qty Confirm All Un-Confirm All Confirm Scan ScanSKU Functions Print Save Close

Basic Address Shipping Scan Sales Order Log

Sales Order No.: **S011047** Description: Test A & B Construction **Start**

Debtor Code: ABC001 Reference: Test A & B Construction **Stop**

Debtor Name: A & B Construction Order No.: Test A & B Construction **Process**

Sales Order Date: 2026-04-09 Invoice Date: 2026-04-09

Locked: Picking Started by Malcolm Granville at 2026-06-01 09:36:11

Total Qty Order **2** Total Picked **2** 24 Total O/S **0** % Complete **100 %**

Page 1 of 1 Paging Add Edit Delete Close Line Show Line Item Info Displaying 1 - 1 of 1

#	Sequer	LS	Bin	Item	Description	Order Qty	Available Qty	Qty	Qty In In
1	2			04-01/3220921	Downpipe 3.2m...	1.00	72.00		

QTY: 72

Tags

Stock Item: **04-01/3220921 - Downpipe 3.2m 80mm Slate**

Ordered Qty:	1.00	On Hand Qty:	72.00
Balance Qty:	1.00	In Invoice Qty:	1.00
Reserved Qty:	0.00	Available Qty:	72.00
Confirmed Qty:	0.00	Confirm Qty:	1
Invoiced Qty:	0.00		

☒ Clear Confirmed Qty

Save & Next Save & Close Next Close

Add in Tags here tags.png

RFID tag log

This log must check the tag number table

Client Manual

Unread Messages : 96

Reminders Due : 53|0

Calculator

Inventory Module

Configuration

Activity

Analysis

Stock Enquiry

Inventory Movement

Margin Of Error

Serial Number Search

Batch Number History

Stock Journal Batches

Stock Take History

Warehouse Transfer History

Location Transfer History

BOM History

Stock Weight Log

RFID Scan Results

RFID Scan Results

Search Export

Tag Number:

Stock Type:

Show Item In:

Date From: 2023-04-27

Date To: 2026-05-27

Page 1 of 13

Remove Paging:

Copy Tag No

#	Date	Tag Number	Item Code	Item Description	Item in Inventory	Event No	Format
1	2025-11-24 18:06:42	e28011b0a5050072e2e0afb6				21	epc
2	2025-11-24 11:04:19	30363a22c809a5837e14df57				20	epc
3	2025-11-24 11:03:34	e28011b0a5050072e2e0afc6				19	epc
4	2025-11-24 09:39:29	e28069950000400d446195c2	TAG001	RFID Tag 1		0	epc
5	2025-11-24 09:39:29	300833b2ddd9014000000003				1	epc
6	2025-11-24 09:39:29	300833b2ddd9014000000000				2	epc
7	2025-11-24 09:39:29	e28069950000400d446199c2	TAG001	RFID Tag 1		3	epc
8	2025-11-24 09:39:29	e2801191a503006215a2d7da				4	epc
9	2025-11-24 09:39:29	e28011b0a5050072e2e13506				5	epc
10	2025-11-24 09:39:29	e2806894000050023f053040	TAG001	RFID Tag 1		6	epc
11	2025-11-24 09:39:29	e2806894000050023f057440	TAG001	RFID Tag 1		7	epc
12	2025-11-24 09:39:29	e2806995000050163f9819e3				8	epc
13	2025-11-24 09:39:29	e28011b0a5050072e2e0af86				9	epc
14	2025-11-24 09:39:29	e2806894000050023f053040				10	epc
15	2025-11-24 09:39:29	e2806894000050023f057440				11	epc
16	2025-11-24 09:39:29	e2806995000050163f9819e3				12	epc
17	2025-11-24 09:39:29	e2806995000050163f9819e3				13	epc
18	2025-11-24 09:39:29	30363a22c809a5837e14df57				14	epc
19	2025-11-24 09:39:29	e2806995000050163f9819e3				15	epc
20	2025-11-24 09:39:29	e28011b0a5050072e2e0afb6				16	epc
21	2025-11-24 09:39:29	30363a22c809a9437e12ff3e				17	epc
22	2025-11-24 09:39:29	e2009a5020027af0000002710				18	epc
23	2025-11-24 00:31:15	e28011b0a5050072e2e0afc6				19	epc
24	2025-11-24 00:27:38	30363a22c809a9437e12ff3e				18	epc

The RFID scan result when logged also checks the tag number table, checks whether the tag number is sold or not, then will flag the Item in Inventory same as serial number

Invoice Tag number list

Attachments Memo Create Reminder Check Stock Qtys Functions Import Order History

Invoice

Detail Address Extras Link

Invoice Number: Invoice

Debtors: ABC0010 Description

Debtors Name: ABC Company Reference

Sales Rep.: Dealer Order

Invoice Date: 2026-05-06 Currency

Due Date: 2026-06-20 20 Net 20th after EOM Exchange

Cashflow Due Date: Comment

Debtor

Items

Page 1 of 1 Paging Add

Barcode Show/Hide Displaying 1 -

#	Seq. No.	LS	Status	Type	Code	Description	Quantity	Total Selling Ex GST	Total Selling GST
1	0		●	Stock	CHKFEN	Chicken Fence	2	100.00	15.00
2	0	⚠	●	Stock	KEY/WL/0850	Keyboard and Mouse Wir...	1	35.00	5.25

Tag No Tracking list

Opens the list of linked Tag numbers to the invoice

Footer

Promotion Value: 0.0000 Clear Discount

Pricing Analysis

Total Selling

Tag Tracking History

Inventory Module

Configuration

Activity

Analysis

Inventory Enquiry

Inventory Movement

Margin Percentage

Serial Number History

Batch Number History

Stock Journal History

Stock Take History

Warehouse Trans. History

Location Transfer History

BOM History

Document Management

Stock Weight Log

RFID Scan Results

Tag Tracking History

Tag Tracking History

Search | Export

Tag Number:

Stock Type:

Show Item In:

Date From:

2026-05-01

Date To:

2026-06-01

Page 0 of 0 Remove Paging: Copy Tag No

#	Code	Description	Tag No	Warehouse Name	Sold	Date Added	Date Sold
1	04-01/3220921	Downpipe 3.2m 80mm Slate	TAGTEST01	Roodepoort Warehouse	0	2026-05-28	

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