

Bar Code / Price Labels

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When printing Product Labels, choose to include or exclude information to display on the label.

Navigate to the Bar Code / Price Labels report found at *Accounting / Accounting Reports / Inventory / Products*.

Designate the *Product Labels* criteria. Choose the *Label Type* and *Barcode* using the drop-downs. Choose to *Include on printed label* the *Product Description*, *List Price*, *Lot Expiration Date*, and/or *Manufacturer Part #*.

To choose which Products' labels are created, use the **Select Products / Lots** button. For the *Avery 5160 Label Type*, the *Exclude from printed label* options display, allowing the *Department ID* and *Product ID* to be excluded from the label. Excluding this information allows more room for the *Product Description* to print on the label.

Select **OK**.

The screenshot shows the 'Inventory Product Reports' dialog box with the 'Product Labels' configuration window open. The 'Reference List' on the left includes 'Bar Code / Price Labels', which is selected. The 'Product Labels' window has the following settings:

- Label Type: Avery 5160
- Barcode: Code 128
- Include on printed label:
 - Product Description
 - List Price
 - Lot Expiration Date
 - Manufacturer Part #
- Exclude from printed label:
 - Department ID
 - Product ID
- Select Products / Lots button
- Barcode Font: 24
- Sort By:
 - Name
 - ID

At the bottom of the dialog, there are buttons for 'Print', 'Preview', 'Load Set', 'Save Set', 'OK', and 'Cancel'. The 'Preview' option is selected.