

SUPPORT DOCUMENT

Serial Number and Lot or Batch Tracking



Serial Number and Lot or Batch Tracking



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Serial Number and Lot or Batch Tracking

Overview

As a rule of thumb, the difference between a Serial Number or a Batch / Lot numbers are as follows:

- **Serial Numbers** are generally used in big-ticket items or an item where we are required to track information such as Warranties etc. A serial number is assigned on a one-to-one relationship, ie where items all have a unique serial number.
- Batch / Lot Numbers are used when there is a one to many relationship, ie many items received are from the same Batch. This is generally user where one has to track items that are perishable or may require recall. Tracking the expiry of Lots is also a key attribute of this feature.

Setting up Serial Number and Lot Items

Creating Serial Number and Lot Number Types

The first thing you need to do is to create different Types, or groupings for Serial or Lot Numbers. To do this you need to go to the Inventory >> Maintenance >> Serial / Lot Types function.

Once you are there you need to define whether this is a Serial or Lot Type, then setup the required attributes that you would like to be associated with this grouping.

Serial Number and Lot or Batch Tracking

Creating Serial Number Types

In the screen below you will have the ability to set the following:

- Whether you print the Serial Numbers on your Documents
- Whether you assign the Serial Number at time of Receiving or at Time of Selling only. The significance of this feature is that should you set to assign at time of Receiving, you will have to account for that specific serial number throughout processes such as Inventory Transfers and Stock Counts.
- The minimum and maximum Serial Number length
- Whether the Serial Number Formats can be Any Characters / Alpha Only / Alpha-Numeric / Numeric Only
- You are *unable* to Track Expiry Dates with Serial Numbers

Serial Number and Lot or Batch Tracking

Creating Lot / Batch Number Types

In the screen below you will have the ability to set the following:

- Whether you print the Batch Numbers on your Documents
- The minimum and maximum Batch Number Length
- Whether the Batch Number Formats can be Any Characters / Alpha Only / Alpha-Numeric / Numeric Only
- You can set whether you would like to Track the Item Expiry date at the various Steps throughout processing, and define whether you would like to Allow / Warn or Block expired Batches of this specific Type at the respective processing process.
- You can also activate barcoding that will allow you to embed the lot Number and price or quantity into the barcode itself for ease of processing at point of Sale.

Inventory Serial / Lot Types

Number: TINNEDFOODS
Description: Tinned Foods

Type: Serial Number Lot Control
Print On Documents: Yes No

Assignment Method: Time Of Receiving (Receiving and Selling) Time Of Sale (Selling Only)

Characters: Minimum: 10 Maximum: 26

Track Expiry Date: Yes No
Format: Alpha-Numeric

Expiry Date Authentication:

GRV	<input type="radio"/> Allow	<input type="radio"/> Notify	<input checked="" type="radio"/> Block
Purchase Invoice	<input checked="" type="radio"/> Allow	<input type="radio"/> Notify	<input type="radio"/> Block
Returns	<input checked="" type="radio"/> Allow	<input type="radio"/> Notify	<input type="radio"/> Block
Delivery Advice	<input checked="" type="radio"/> Allow	<input type="radio"/> Notify	<input type="radio"/> Block
Sales Invoice	<input type="radio"/> Allow	<input type="radio"/> Notify	<input checked="" type="radio"/> Block
Credit Note	<input checked="" type="radio"/> Allow	<input type="radio"/> Notify	<input type="radio"/> Block
Inventory Adjustment	<input checked="" type="radio"/> Allow	<input type="radio"/> Notify	<input type="radio"/> Block
Inventory Assembly	<input checked="" type="radio"/> Allow	<input type="radio"/> Notify	<input type="radio"/> Block
Inventory Transfer	<input checked="" type="radio"/> Allow	<input type="radio"/> Notify	<input type="radio"/> Block

Inactive

Barcode Breakdown

Enable Barcode Capability
THE BARCODE GENERATOR CAN ONLY CONTAIN THE FOLLOWING CHARACTER SETS, OTHERWISE THE BARCODE WILL BE UNREADABLE: A-Z (UPPER CASE), 0-9, \$ % + - . / AS WELL AS THE SPACE CHARACTER. A MAXIMUM OF 50 CHARACTERS IS ALLOWED.

Start Characters (Flag): 1 (1 Characters)
Any scanned barcode beginning with these characters will be treated as matched.

Enable
Selection: Item Number Start Position: 2 Ending Position: 8

Enable
Selection: Lot Number Start Position: 9 Ending Position: 17

Enable
Selection: Expiry Date Start Position: 18 Ending Position: 23

Enable
Selection: Quantity Start Position: 24 Ending Position: 26

Enable
Selection: Start Position: 0 Ending Position: 0

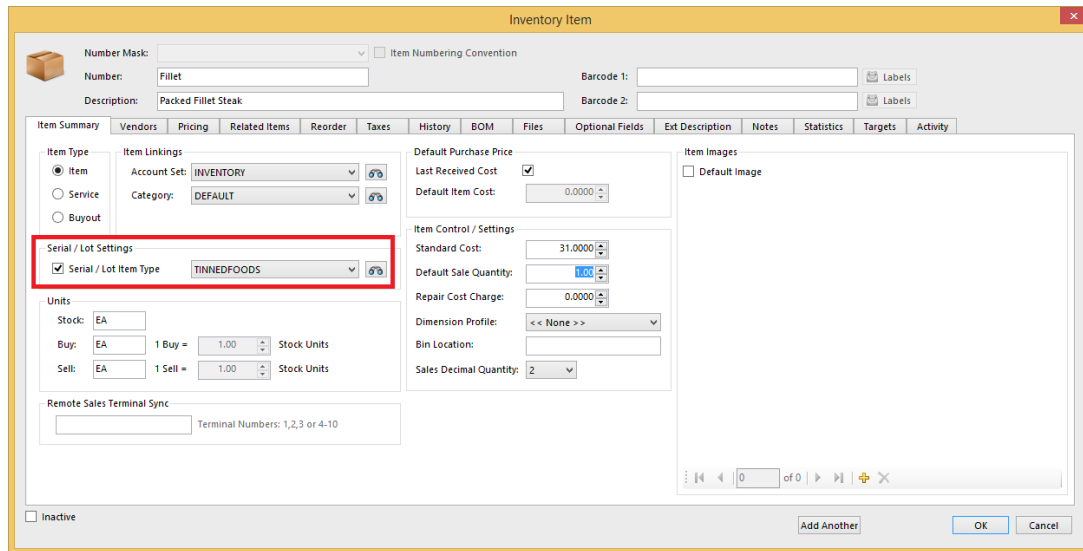
IF BARCODE IS ENABLED - ENSURE THAT NO BARCODES ARE USED WITH FLAGS THAT ARE NOT MATCHED, ELSE UNPREDICTABLE RESULTS MAY OCCUR.

OK Cancel

Serial Number and Lot or Batch Tracking

Assigning Serial / Batch Types to Items

Once you have created your different Serial and Batch Types, all you have to do is to assign it to the Relevant Inventory Item. Note that you cannot assign Serial or Lot Numbers to Service or Buyout Items.



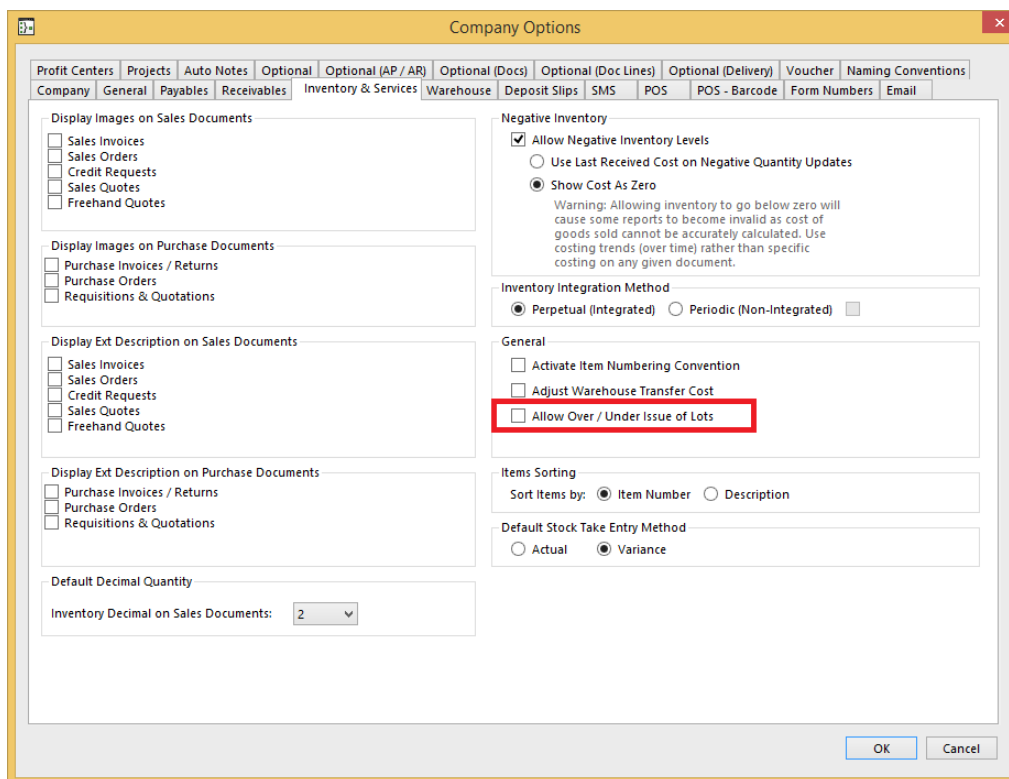
The screenshot shows the 'Inventory Item' configuration window. The 'Serial / Lot Settings' section is highlighted with a red box, indicating that the 'Serial / Lot Item Type' is set to 'TINNEDFOODS'. Other visible settings include:

- Number Mask: [Empty]
- Item Numbering Convention:
- Number: Fillet
- Description: Packed Fillet Steak
- Barcode 1: [Empty]
- Barcode 2: [Empty]
- Item Type: Item, Service, Buyout
- Account Set: INVENTORY
- Category: DEFAULT
- Default Purchase Price: Last Received Cost, 0.0000 Default Item Cost
- Item Control / Settings: Standard Cost: 31.0000, Default Sale Quantity: 1.00, Repair Cost Charge: 0.0000, Dimension Profile: << None >>, Bin Location: [Empty], Sales Decimal Quantity: 2
- Units: Stock: EA, Buy: EA 1 Buy = 1.00 Stock Units, Sell: EA 1 Sell = 1.00 Stock Units
- Remote Sales Terminal Sync: [Empty] Terminal Numbers: 1,2,3 or 4-10

Serial Number and Lot or Batch Tracking

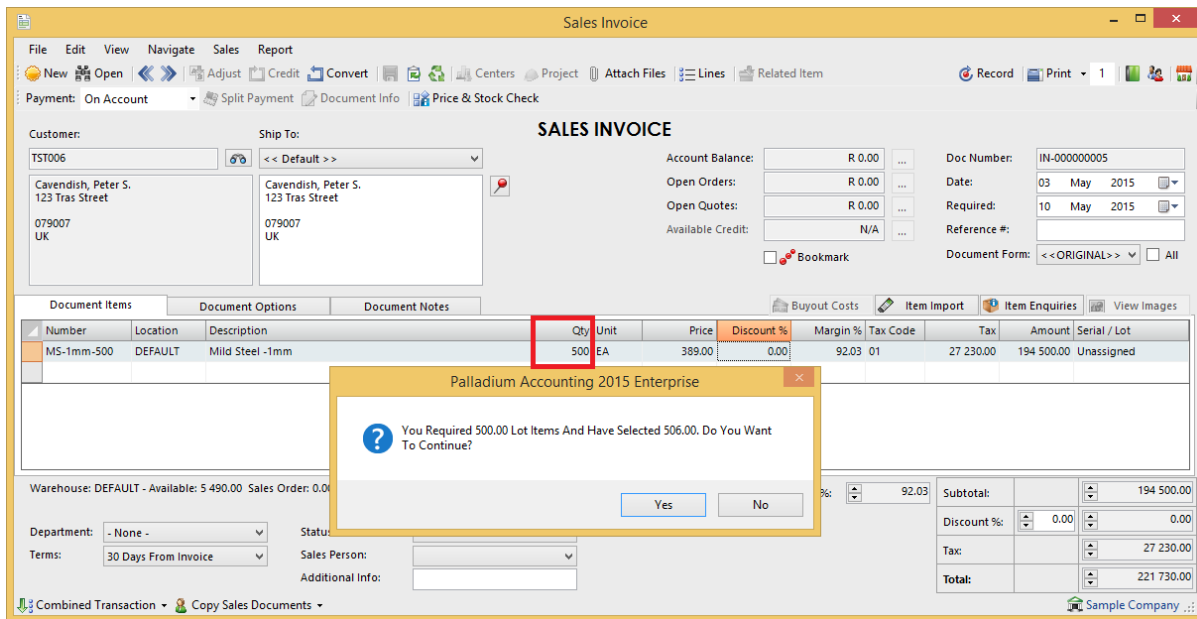
Allowing for the Over or Under Use of Lots

There is an additional setting to allow the Over or Under Ordering of the Order Quantity based on the Lot or Batch Quantities on hand. This is used in industries that receive batches of specific items such as Rolls of Steel, Fabric or Looms of thread that all generally weigh an approximate value of say 500kg. To activate this feature you go to the **Control Panel >> Options >> Inventory and Settings Tab** as seen below.



Serial Number and Lot or Batch Tracking

If you refer to the example below, we ordered a quantity of 500 and selected a Batch that contained 506. On Record, the system prompts to allow you to adjust the Order Quantity to agree to the selected Batch Quantity.



Serial / Lot Number Take-On

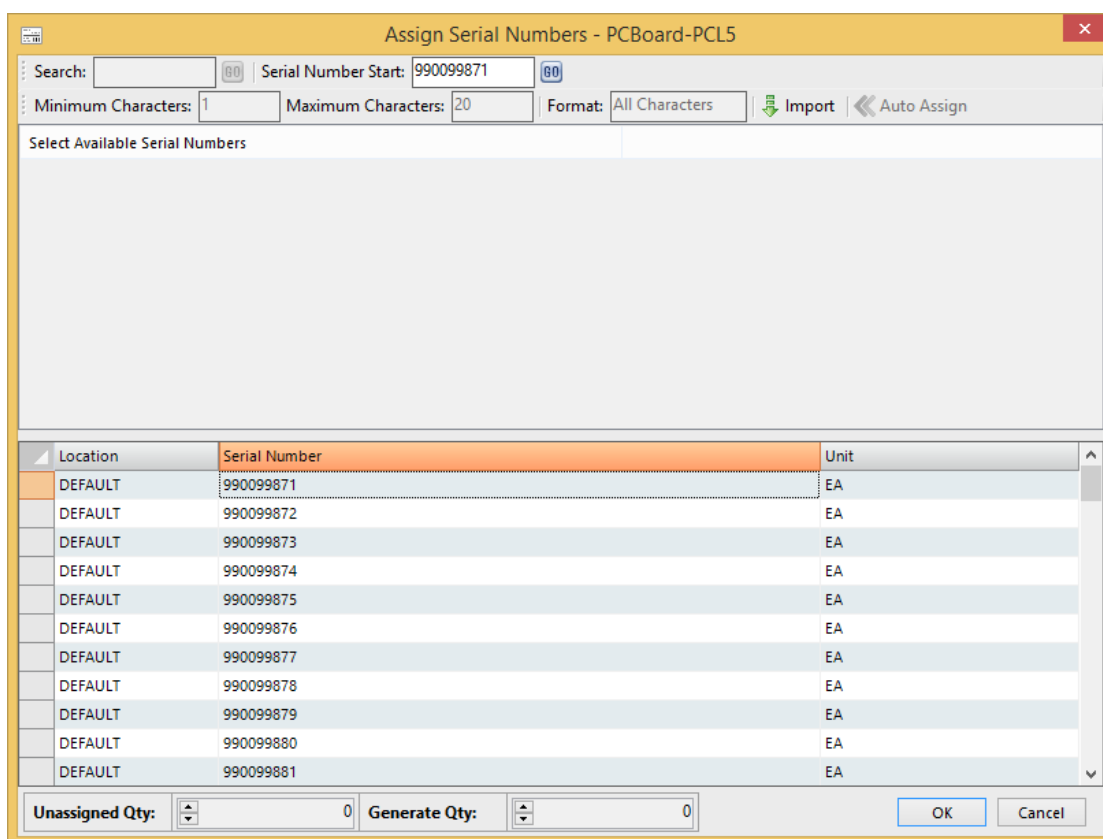
In the item above I entered a take-on quantity of 21. Rather than having to enter the individual Batch Numbers, I can import then through the **Control Panel >> Import & Export >> Serial / Lot Numbers**. Don't forget that they layout of the import files can be found in the **Help >> Import Examples >> Ent_SerialLotNumbers**.

Serial Number and Lot or Batch Tracking

Using Serial / Lot Numbers

Auto Increment Numbering

One of the features we have added is the ability to Auto-Assign, or Increment the Serial or Lot Numbers at time of processing. In the screen below you will see that we have elected to receive 100 Serial Numbers and opted to auto-assign the numbers, using the Serial Number Start number.



Importing Numbers

We also have the ability to Import Serial or Lot Numbers throughout the processing stage, from Goods Receiving to Sales Invoicing for ease of use.