

How To Setup Lot Control and Helpful Tips

There are several files and parameters that need to be setup in order to utilize Lot control.

Company Setup: Parmeters Tab

There are several choices that need to be setup for Lot Control in the Parameters Tab.

Company Maintenance - 01-SR2SOFTWARE, INC.

Company Name: SR2SOFTWARE, INC.

General | B2B | **Parameters** | Parameters | Invoice | PO Setup | Type 2 | Type 3 | Small Print | Barcode

Update Market Cost	Average		
QB Account Receivable Acct.	Accounts Receivable		
QB Sales GL Account	Sales		
QB COGS GL Account	Cost of Goods Sold		
Def Inv Exp G/L #	Inventory Transactions		
Inv Asset G/L #	Inventory Asset		
Category Reset Enabled	<input checked="" type="checkbox"/>	Pick Sort Order	Location
Ship Today	<input checked="" type="checkbox"/>	QB Refresh Interval (Minutes)	90
Laser Shading	<input type="checkbox"/>	History Yellow Days	400
Auto Update Prices	<input checked="" type="checkbox"/>	History Red Days	500
Multi Warehouse	<input checked="" type="checkbox"/>	History Days To Display	0
Use Lot Selector	<input checked="" type="checkbox"/>	Default Warehouse ID	SR2
Ignore Lot Quantity	<input type="checkbox"/>	Default Country Of Origin	US
Allow SP Change	<input checked="" type="checkbox"/>	Default Ship Via	SR2
Fax Broadcast	<input checked="" type="checkbox"/>	Lot Refresh Minutes	5
Short Ship Report	<input checked="" type="checkbox"/>	Default Sales Quantity	0
Money Report	<input type="checkbox"/>	Invoice Register Cost	Average
Same Cost as Market	<input type="checkbox"/>		
Auto Post Recipe	<input checked="" type="checkbox"/>		

Write Cancel

Multi Warehouse: This option needs to be checked.

Use Lot Selector: This option needs to be checked.

Ignore Lot Quantity: When checked the system will allow the user to sell past the available quantity in the Lot in the Sales Order Entry screen.

Lot Refresh Minutes: Enter in the number of minutes between refreshes in the Lot Inquiry screen. We recommend 5.

Company Setup: Parmeters Tab (second)

There are two parameters on the second parameter screen that should be considered for Lot Control.

Company Maintenance - 01-SR2SOFTWARE, INC.

Company Name: SR2SOFTWARE, INC.

General | B2B | Parameters | **Parameters** | Invoice | PO Setup | Type 2 | Type 3 | Small Print | Barcode

Allow BU Entry in PI ☒

Lot Expiration Yellow Days

OE Auto Lot Selection ☒

Activate OE Line GP Check ☐

Min GP Password Override

Min OE Line GP %

Activate Data Audit ☒

Exclude Invoice Register Exceptions ☒

Use PDF Files for Report Viewing ☒

Use Item Wgt for Phy Inv BU Calculation ☐

Outlook Version

Use SR2Food Statements ☒ (SR2Food will import OpenAR from QB)

Print Category Recap Report ☐

Print Salesperson Summary Report ☐

Print Low \$'s Per LB Report ☐

Auto Hold Orders Over CR Limit ☐

SMTP Email Server

User Login

User Password

Send From Email

Skip CW Shipment Qty Check at Invoicing ☐

Rapid Intelligence Search Layout ID

Not on File Image

Lot Expiration Yellow Days: The user has the ability to yellow highlight the dates in the Expires column in the Lot Selector screen. This is normally set at 15 or 20.

OE Auto Lot Selection: The user has the ability to set a parameter to allow for FIFO (First In First Out) automatic Lot Selection in the Sales Order Entry Screen. **NOTE:** If OE Auto Lot Selection is used, different Item ID's need to be created for the same item if the item can be sold as Fresh or Frozen.

Company Setup: Invoice Tab

The user has the ability to print the Lot information on the Standard by checking the box for Show Lot Information.

Company Maintenance - 01-SR2SOFTWARE, INC.

Company Name: SR2SOFTWARE, INC.

General | B2B | Parameters | Parameters | **Invoice** | PO Setup | Type 2 | Type 3 | Small Print | Barcode

Invoice Message

Thank You--We appreciate your business!

Laser Invoice ☐ Laser Pick ☒

Preview Invoice ☒ Pick Ticket Copies

Invoice Copies SO Price Decimals

Preprinted InvoiceType Logo Print Position

Print Company Name ☒ Print Order Notes ☒

Print Contact Name ☒ Order Notes Font Size

Print Item Count ☒ Catch Weight Limit

Print 2nd Description ☒ Catch Weights Per Line

Print Lot Information ☒ History Warning

Print Customer Balance ☐ Fuel Surcharge Item

Print Customer Number ☒ CW Variance Percentage

Write Cancel

The Lot information will print on the Invoice directly under the description of the item.
The verbage displays as **Lot: A-3786 (Country of Origin)**

Item Maintenance

The Lot Control checkbox should be checked on the Item Maintenance screen on the General Tab.

NOTE: If OE Auto Lot Selection is used, different Item ID's need to be created for the same item if the item can be sold Fresh or Frozen.

Item Master Maintenance - 01-SR2SOFTWARE, INC.

File

Item ID: 20293 Description: EXCEL BEEF SHORT RIBS ☒ Active

Lookup:

1 - General

Category ID: 25 Variance: 20.00

VendorID: Cube: 0.00

Alpha Sort: Density:

Selling UOM: CS Non-Stock: ☐

Alternate UOM: EA Landed Cost Item: ☒

Billing UOM: LB Exclude Discounts: ☐

Pack Qty: 4.00 Include on Pricelist: ☐

Pack Size: 15 Processed Item: ☐

Weight: 60.00 Print Proc. Item Labels: ☐

Catch Weight: ☒ Proc. Item Label Factor: 0

CW Lines: M

Allow Break: ☒

Catalog Information

Image Name: 20293.jpg

Description: EXCEL BEEF SHORT RIBS

Caption 1: Red

Caption 2: Red

2 - Costing / Pricing

Taxable Item? ☐

SU's On Hand: 10.00

BU's On Hand: 598.36

Location ID: G999-9

Manufacturer #:

UPC Code:

Brand Name:

Reorder Point: 0.00

2nd Alt. UOM by LB: ☐

Lot Control Item ☒

From Item:

Yield %: 0.00

Yield Balance Item:

Yield Balance %: 0.00

To Item:

Write Delete Clear Cancel

Warehouse Maintenance

The user has to setup at least one warehouse in warehouse maintenance.

The screenshot shows a software window titled "Warehouse Maintenance" with a pink border. Inside, there's a tab labeled "Inquiries". The form contains the following fields:

- Warehouse ID:** SR2 (with a small icon to its right)
- Name:** SR2SOFTWARE WAREHOUSE
- Address 1:** 1320 CRANSTON ST
- Address 2:** (empty)
- City:** CRANSTON
- State:** RI
- Postal Code:** 02920
- Contact:** STEVEN
- Phone:** 866-245-6216
- Fax:** 401-943-7938
- External Lot Required:** A checkbox that is checked, highlighted with a red rectangle.

At the bottom left, there are four navigation buttons: back, previous, next, and forward. At the bottom right, there are four action buttons: Write (green), Delete (yellow), Clear (grey), and Cancel (red).

Warehouse ID: Enter in up to 6 alphanumeric characters.

Name: Enter in the name of the warehouse.

Address 1: Enter in the address of the warehouse.

Address 2: Enter in a second line of address if needed.

City: Enter in the city.

State: Enter in the State abbreviation.

Postal Code: Enter in the Zip Code.

Contact: Enter in the Contact Name if applicable.

Phone: Enter in the telephone number.

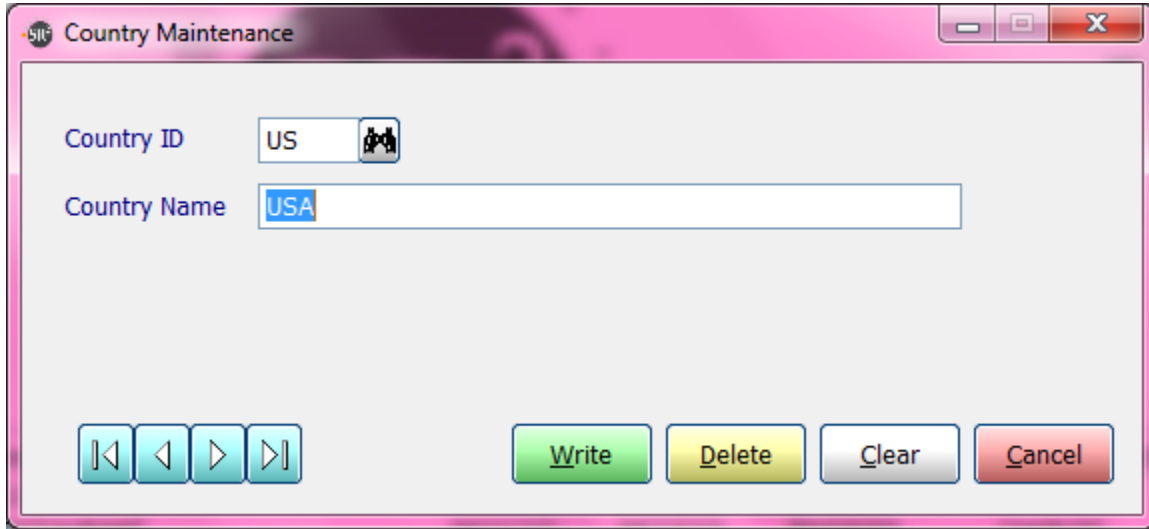
Fax: Enter in the fax number.

External Lot Required: Check this box. It will be easier for the user to assign and track lot numbers.

SR2Food® uses an internal number. *See How To View Lot #'s for Items section to view SR2Food® internal numbers.*

Country Maintenance

Create Countries in Country Maintenance from the System Maintenance menu for the Country Of Origin Label.

A screenshot of a software window titled "Country Maintenance". The window has a pink border and standard Windows-style window controls (minimize, maximize, close) in the top right corner. Inside the window, there are two input fields. The first is labeled "Country ID" and contains the text "US" followed by a small icon of a person. The second is labeled "Country Name" and contains the text "USA". At the bottom of the window, there are four navigation buttons (first, previous, next, last) and four action buttons: "Write" (green), "Delete" (yellow), "Clear" (grey), and "Cancel" (red).

Creating Lots in the Purchase Order Screen

The user has the ability to create Lot Numbers at the time of the Purchase Order.

When the user receives the order and clicks on the Receive button, the Catch Weight Entry screen will appear and the Lot Control fields will display.

NOTE: If OE Auto Lot Selection is used, different Item ID's need to be created for the same item if the item can be sold as Fresh or Frozen.

Purchase Order Entry

View

Order # 5003 Req. Date 08/09/12 Total 3,495.00

Vendor ABC Produce Redem Val 0.00

PO Lines 1

Email PO Print PO Cancel Accept

Print Receiver **Receive** Delete Update

Catch Weight Entry

Item ID 20293 EXCEL BEEF SHORT RIBS Expected Weight 1,500.00

Order Qty SU 25.00 Received Qty SU 25.00 Received Qty BU 1,500.00

Lot Control Information

External Lot #

Pack Date 00/00/00

Expire Date 00/00/00

Fresh ☒ Frozen ☐

Country Of Origin US

Accept

External Lot #: Enter in the Lot number. This will display on the Lot Inquiry Screen and prints on the Invoice if the parameter is turned on.

Pack Date: Enter in the Pack Date.

Expire Date: Enter in the Expiration Date. This will display on Lot Inquiry Screen.

Fresh or Frozen Button: Choose if this is a fresh or frozen product. If this is fresh, the amount available will be displayed in red on the Lot Inquiry Screen. If this is Frozen, the amount available will be displayed in blue on the Lot Inquiry Screen.

Country of Origin: Enter or select the Country of Origin. This will print on the Invoice.

Select the **Accept** button to save the changes.


Select the **Update** button to update the Lot Inquiry screen.




Inventory Transactions to Receive or withdraw Inventory

If you do not use Purchase Orders or if you manufacture your own items, you will be using Inventory Transactions to receive Inventory. If you need to dispose of spoiled inventory you will also use Inventory Transactions.

Inventory	Customer	Modules
Item Entry		
Foreign Language Item Entry		
Inventory Transactions		
Item Price Lookup		
Item Barcode Lookup		
Lot Transfer/Maintenance		
Future Cost Entry		
Fixed Pricing Entry		
Physical Inventory		
Scan Physical Inventory		
Non-Lot Inventory Inquiry		
Lot Inquiry		
Item Label Print		
Item Repack		

Step #1


Inventory Transactions - 01-SR2SOFTWARE, INC.






Item ID	<input type="text" value="10015"/>		
Description	<input type="text" value="TUNA STEAK 4 OZ IQF"/>		
Transaction Type	<input type="text" value="Receipt"/>		
Reference	<input type="text"/>		
Lot ID	<input type="text"/>		
SU	<input type="text" value="CS"/>	Current OnHand	
SU Quantity	<input type="text" value="0.00"/>	<input type="text" value="30.00"/>	
BU Quantity	<input type="text" value="0.00"/>	<input type="text" value="301.10"/>	
Price	<input type="text" value="0.00"/>		
Cost	<input type="text" value="4.9300"/>		

Enter in the **Item ID**, or search for the item. The Description will appear.

Transaction Type: Choose Receipt or withdraw

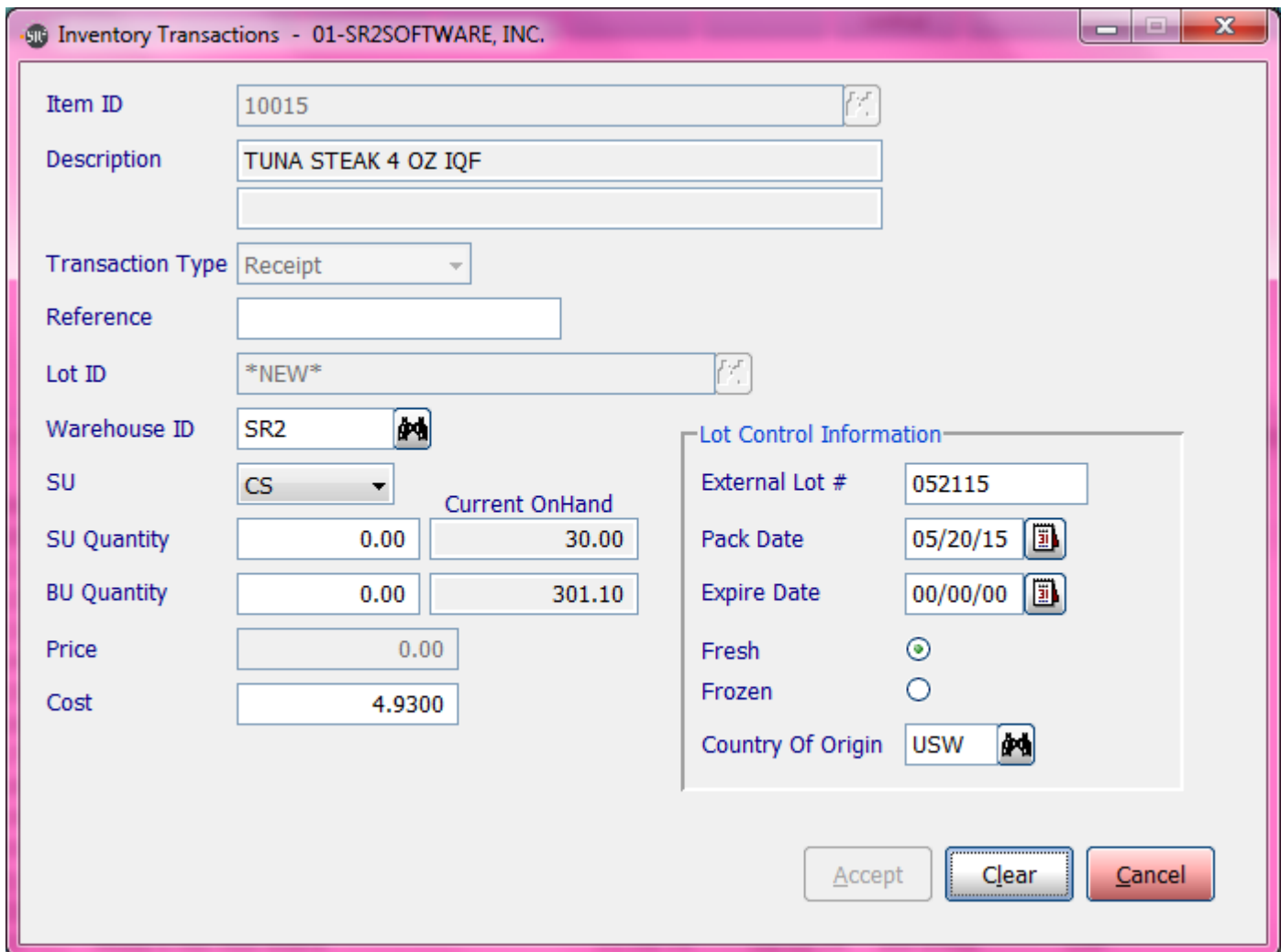
Reference: Optional

Lot ID: Type in the letter N for New to add to inventory or click the  to choose the Lot you wish to withdraw from

The Lot Control Information section of the screen will appear.

Step #2

Enter in the New Lot Control for External Lot #, Pack Date, Expire Date, Choose Fresh or Frozen, and choose COO



The screenshot shows a software window titled "Inventory Transactions - 01-SR2SOFTWARE, INC.". The window contains several input fields and a "Lot Control Information" section. The "Item ID" field is set to "10015", and the "Description" field is set to "TUNA STEAK 4 OZ IQF". The "Transaction Type" dropdown is set to "Receipt". The "Reference" field is empty. The "Lot ID" field is set to "*NEW*", and the "Warehouse ID" dropdown is set to "SR2". The "SU" dropdown is set to "CS". The "SU Quantity" field is set to "0.00", and the "BU Quantity" field is set to "0.00". The "Price" field is set to "0.00", and the "Cost" field is set to "4.9300". The "Current OnHand" field is set to "30.00", and the "Current OnHand" field is set to "301.10". The "Lot Control Information" section is expanded, showing the "External Lot #" field set to "052115", the "Pack Date" field set to "05/20/15", the "Expire Date" field set to "00/00/00", the "Fresh" radio button selected, the "Frozen" radio button unselected, and the "Country Of Origin" dropdown set to "USW". At the bottom of the window are three buttons: "Accept", "Clear", and "Cancel".

Field	Value
Item ID	10015
Description	TUNA STEAK 4 OZ IQF
Transaction Type	Receipt
Reference	
Lot ID	*NEW*
Warehouse ID	SR2
SU	CS
SU Quantity	0.00
BU Quantity	0.00
Price	0.00
Cost	4.9300
Current OnHand	30.00
Current OnHand	301.10
External Lot #	052115
Pack Date	05/20/15
Expire Date	00/00/00
Fresh	<input checked="" type="radio"/>
Frozen	<input type="radio"/>
Country Of Origin	USW

Step #3

Enter in Warehouse ID, Selling Unit, SU Quantity, Cost will display. This is the Market Cost from Item Maintenance.

Inventory Transactions - 01-SR2SOFTWARE, INC.

Item ID: 10015

Description: TUNA STEAK 4 OZ IQF

Transaction Type: Receipt

Reference:

Lot ID: *NEW*

Warehouse ID: SR2

SU: CS

SU Quantity: 35.00

BU Quantity: 350.00

Price: 0.00

Cost: 4.9300

Current OnHand: 30.00

Lot Control Information:

External Lot #: 052115

Pack Date: 05/20/15

Expire Date: 00/00/00

Fresh: ☒

Frozen: ☐

Country Of Origin: USW

Accept Clear Cancel

Click **Accept** to save.

You can see the new lot in Lot Inquiry.

Inventory	Customer	Modules
		Item Entry
		Foreign Language Item Entry
		Inventory Transactions
		Item Price Lookup
		Item Barcode Lookup
		Lot Transfer/Maintenance
		Future Cost Entry
		Fixed Pricing Entry
		Physical Inventory
		Scan Physical Inventory
		Non-Lot Inventory Inquiry
		Lot Inquiry
		Item Label Print
		Item Repack

Lot Inquiry								
Lot #	Item ID	Description	Receive	Expires	Committed	PFS-CA	SR2	
TU-83092	10015	TUNA STEAK 4 OZ IQF	11/09/11	01/19/12		8		
021912-1	10015	TUNA STEAK 4 OZ IQF	02/16/12	02/22/12			0	
AB123	10015	TUNA STEAK 4 OZ IQF	08/10/12	12/31/12			5	
DS-145	10015	TUNA STEAK 4 OZ IQF	08/15/12				35	
AA-003	10102	SCALLOPS BAY 80/120 CHINA	10/04/11	12/31/12			30	

TIPS AND TRICKS

Lot Inquiry Screen

Inventory	Customer	Modules
		Item Entry
		Foreign Language Item Entry
		Inventory Transactions
		Item Price Lookup
		Item Barcode Lookup
		Lot Transfer/Maintenance
		Future Cost Entry
		Fixed Pricing Entry
		Physical Inventory
		Scan Physical Inventory
		Non-Lot Inventory Inquiry
		Lot Inquiry
		Item Label Print
		Item Repack

The user has the ability to display the Lot Inquiry Screen and minimize the screen. This screen should be used throughout the day.



Lot #	Item ID	Description	Receive	Expires	Committed	PFS-CA	SR2
TU-83092	10015	TUNA STEAK 4 OZ IQF	11/09/11	01/19/12		8	
021912-1	10015	TUNA STEAK 4 OZ IQF	02/16/12	02/22/12			0
AA-003	10102	SCALLOPS BAY 80/120 CHINA	10/04/11	12/31/12			30
	10102	SCALLOPS BAY 80/120 CHINA	10/24/11				12
MM151	10140	COUNT NECKS	08/07/12				40
COD-40293	10328	H/G COD J CUT L	11/09/11	11/18/12			28
COD-40293	10328	H/G COD J CUT L	11/09/11	11/18/12		15	
EX-001	20293	EXCEL BEEF SHORT RIBS	10/04/11	10/27/11	5		4
	20293	EXCEL BEEF SHORT RIBS	10/14/11				5
	20293	EXCEL BEEF SHORT RIBS	01/05/12				25
	20293	EXCEL BEEF SHORT RIBS	08/09/12				25
LB4598	20293	EXCEL BEEF SHORT RIBS	08/09/12	09/06/12			45

Lot #: The Lot number assigned. If there is no Lot#, there may be an open Purchase Order or the user did not assign a Lot # when they clicked on the Receive Button in the Purchase Order Screen. If the user entered in a new Purchase Order with lots and it is not appearing on this screen, the user did not click on the Update Button on the Purchase Order Screen.

Item ID: Displays the Item ID

Description: The description of the item.

Receive: The date the item was received.

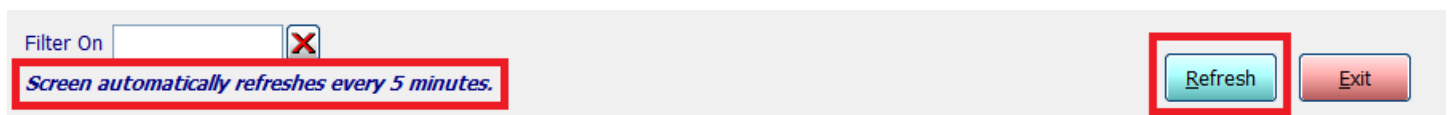
Expires: The expiration date of the item. The yellow highlight is controlled by Company Setup, Parameters second Tab, Lot Expiration Yellow Days.


Committed: The user can click on the number in the column to view the customers that have the item on an open Sales Order.

PFS-CA and SR2: The names of the user’s warehouse would display in this field in the column header. The numbers in the columns represent the total amount left in the warehouse. In this example, we can see that there is 1 of Lot# EX-001 Committed to open Sales Orders and 8 available in warehouse SR2. The numbers in **blue represent frozen** and the numbers in **red represent fresh**.

The refresh rate of the screen is controlled by Company Setup, Parameters Tab, Lot Refresh Minutes. The system will display the number of minutes for the refresh rate.

The user can click on the Refresh Button at the bottom right hand side of this screen if needed.

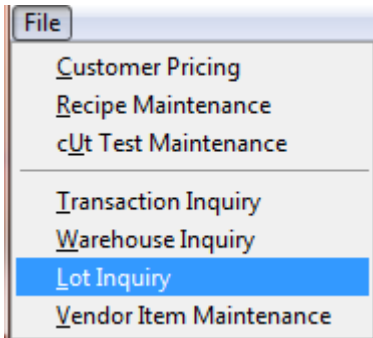


Filter On 

Screen automatically refreshes every 5 minutes.

Refresh Exit

View Lot #'s for an Item



The user has the ability to view the lots for an item in Item Maintenance.



Lot # (Internal)	External Lot ID	Whse ID	Quantity SU	Pack Date	Exp Date	Fresh/Frozen	Open/Closed	COOL	From Lot #
PO0000228620293	EX-001	SR2	9.00	09/29/11	10/27/11	FRESH	OPEN	US	
PO0000230720293		SR2	0.00			FRESH	OPEN	US	
PO0000234820293		SR2	0.00			FRESH	OPEN	US	
PO0000500320293		SR2	0.00			FRESH	OPEN	US	
TR0000500520293	LB4598	SR2	45.00	00/00/00	09/06/12	FRESH	OPEN	GR	

Lot # (Internal): The lot number assigned internally by the software. The first 2 characters indicate the method used to assign the lot number. PO=Purchase Order; TR=Lot Maintenance Transfer, RO=Recipe Order

External Lot ID: The lot number assigned by the user when it was brought into inventory.

Warehouse ID: Warehouse the item was assigned to by the user.

Quantity SU: Quantity of Selling Units.

Pack Date: Displays pack date of item.

Expiration: Expiration Date of the item.

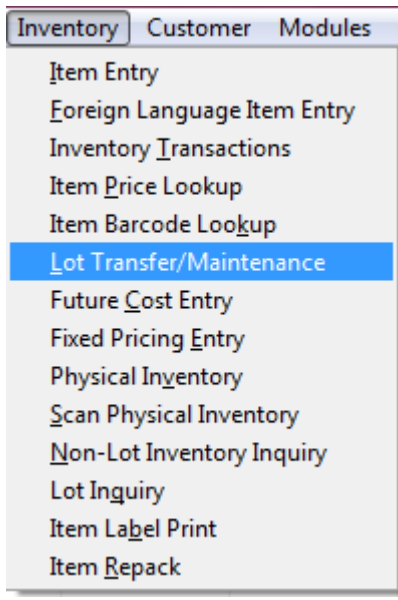
Type: Fresh or Frozen

COOL: Displays Country of Origin Label.

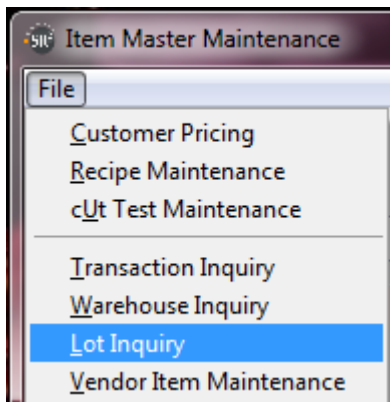
From Lot #: Will display the external lot # of the lot that the item was transferred from if applicable.

Change a Lot Number if it was entered incorrectly in Purchase Orders

The user has the ability to change the lot number if they entered it incorrectly in the Purchase Order screen.



OR



Click on the line that contains the Lot number you need to change to highlight it

Click on the **Folder** Icon

Lot Inquiry 20293 - EXCEL BEEF SHORT RIBS

From: PO0000228620293 PO0000228620293

Lot # (Internal)	Exteranl Lot ID	Whse ID	Quantity SU	Pack Date	Exp Date	Fresh/Frozen	Open/Closed	COOL	From Lot #
PO0000228620293	EX-001	SR2	9.00	09/29/11	10/27/11	FRESH	OPEN	US	
PO0000230720293		SR2	0.00			FRESH	OPEN	US	
PO0000234820293		SR2	0.00			FRESH	OPEN	US	
PO0000500320293		SR2	0.00			FRESH	OPEN	US	
TR0000500520293	LB4598	SR2	45.00	00/00/00	09/06/12	FRESH	OPEN	GR	

Lot Transfer / Maintenance

Lot # (Internal) TR0000500520293

Item ID 20293 EXCEL BEEF SHORT RIBS

Warehouse ID SR2 Fresh ☒ Frozen ☐

External Lot ID LB4598

SU Quantity 45.00 From Lot #

Pack Date 00/00/00 Expected SU Qty 0.00

Expiration Date 09/06/12 Received SU Qty 45.00

Lot Open ☒ Country Of Origin GR

Lot# (Internal): This is the system assigned Lot number

Item ID: Display only.

Warehouse ID: Display only.

External Lot ID: The user defined Lot number. Type the correct lot number here.

Click the **Write** button at the bottom of the screen to save the changes.

View a Lot number for a specific customer for an Open Sales Order

Sales Order Entry--Must have the customer's Sales Order displayed

View

Pick Ticket or Invoice

Sales Order Entry

Print View

Order: ENTERED Ship Date: 08/10/12 Total: 188.10

Customer: COVENTRY)-C2250 Order Lines: 1 GP %: 22.96

Redem Value: 0.00 Fuel Surcharge: 0

Buttons: Short, Assign Lots, Delete, Cancel, Accept, Pick, Print Invoice, Email, Invoice

Item	Description	Order	UOM	Price	Ship	Bill	Extension	GP %	CR	Line
10015	TUNA STEAK 4 OZ IQF	3.00	CS	6.27	3.00	30.00	188.10	22.97		0001

When the user displays the Pick Ticket or invoice on the screen, they can view the Lot Number.

SR2SOFTWARE, INC.

Warehouse: SR2SOFTWARE WAREHOUSE

**** PICK TICKET ****

5020

Sold To:

A-1 PIZZA (COVENTRY)-C2250
1602 NOOSENECK HILL RD.
1602 NOOSENECK HILL RD.
COVENTRY RI 02816

Ship To:

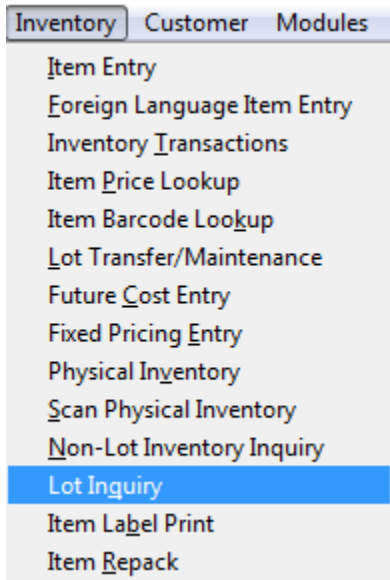
MIN 401-826-1114

Page: 1

Route/Stop	Ord Date	Ship Date	Ship Via	P. O. #
06 /395	08/10/12	08/10/12	SR2SOFTWARE TRUCK	

Location	Item	Description	Quantity	UM	Pick Weight
D430-3	10015	TUNA STEAK 4 OZ IQF Lot: AA-001	3	CS	---
*** END OF PICK TICKET - # OF ITEMS 1 ***					

View a Lotted Item and Open Sales Orders and Customers Assigned to Open Lots



The user can view an item and view the customers with open orders that are associated to the Lot.

The **Committed** column will display the number of assigned items in the Lot. If the user clicks on the number in the column, the system will display the Lot Committed Inquiry Screen. The Open Sales Orders for customers and quantity ordered will be displayed.

The screenshot displays two overlapping windows from a software application. The background window is titled 'Lot Inquiry' and contains a table with the following data:


Lot #	Item ID	Description	Receive	Expires	Committed	PFS-CA	SR2
	75014	SHITAKE MUSHROOM B RQ	10/19/11				2
	75018	GREEN PEPPERS	10/19/11		1		2
	75018	GREEN PEPPERS	02/01/12				3
1005	75018	GREEN PEPPERS	02/14/12	02/16/12	5		1,495
031912-12345	75018	GREEN PEPPERS	03/19/12	04/02/12			95

The foreground window is titled 'Lot Committed Inquiry' and features a 'From:' search field and a table of sales orders:

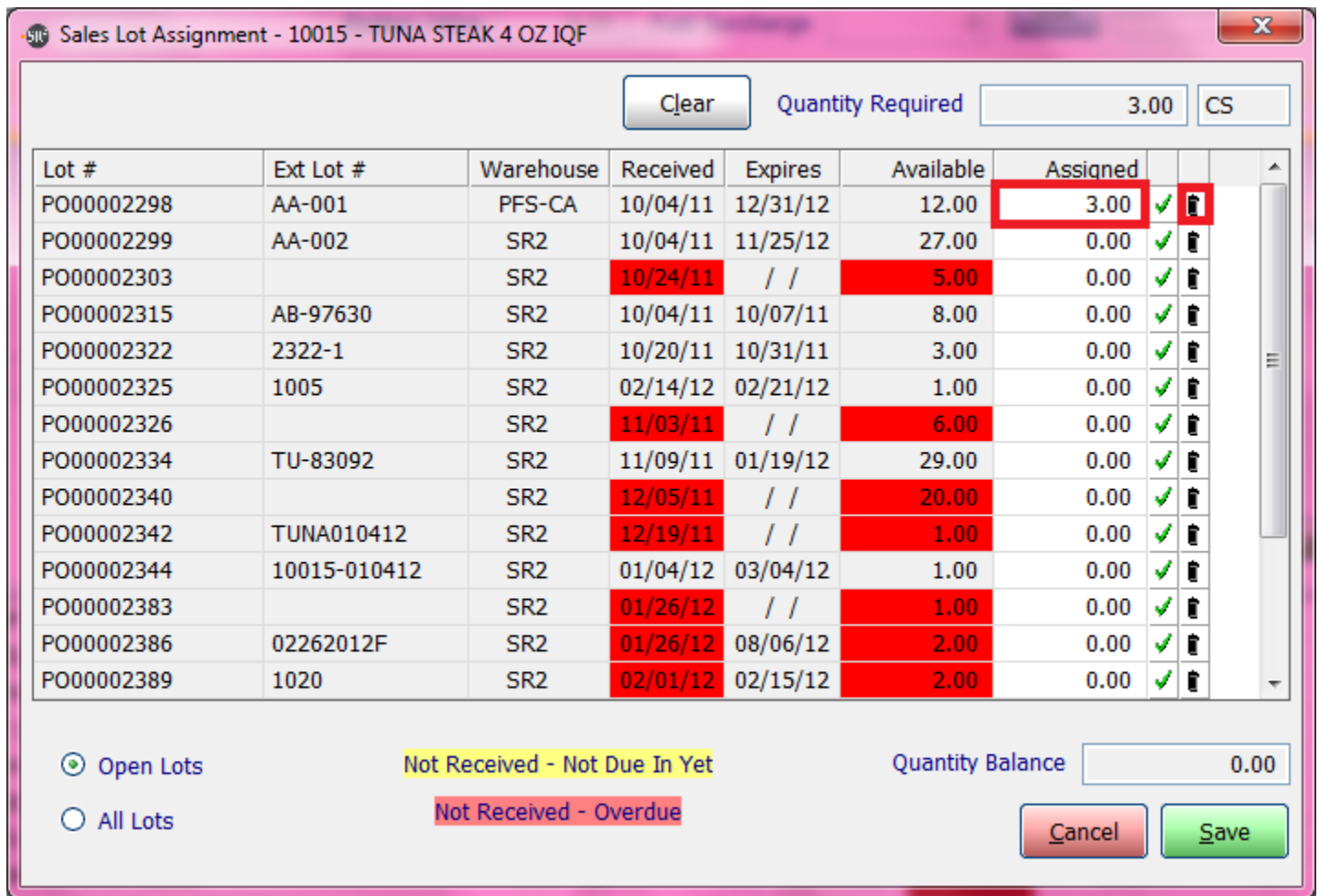
Order ID	Name	Ship Date	Quantity SU	UOM	Price
1678	JUNCTION PIZZARIA-J4400	08/07/12	1.00	CS	24.1600
1680	N.K. HOUSE OF PIZZA	08/07/12	1.00	CS	24.1600
1680	N.K. HOUSE OF PIZZA	08/07/12	1.00	CS	24.1600
1686	PINELLI'S CAFE	08/07/12	12.00	LB	1.0900

Change a Lot Number on an Open Sales Order

If the user assigned a Lot Number, but the “Picker” chose a different lot, the user would need to change the Lot Number.

In the Sales Order screen, select the Open Sales Order. On the Lines Tab, Choose the  Button at the end of the line for the correct item and then choose the Lots button in the bottom right hand corner of the screen.


The Sales Lot Control Screen will display.



The screenshot shows the 'Sales Lot Assignment - 10015 - TUNA STEAK 4 OZ IQF' window. At the top, there is a 'Clear' button, a 'Quantity Required' field with '3.00', and a unit dropdown set to 'CS'. Below this is a table with columns: Lot #, Ext Lot #, Warehouse, Received, Expires, Available, Assigned, a green checkmark column, and a trash can icon column. The first row (PO00002298) has 'Assigned' value 3.00, which is highlighted with a red box. Other rows have 'Assigned' values of 0.00. The 'Received' and 'Expires' columns for several rows are highlighted in red. At the bottom, there are radio buttons for 'Open Lots' (selected) and 'All Lots'. There are also status indicators: 'Not Received - Not Due In Yet' (yellow) and 'Not Received - Overdue' (red). A 'Quantity Balance' field shows '0.00'. At the bottom right are 'Cancel' and 'Save' buttons.

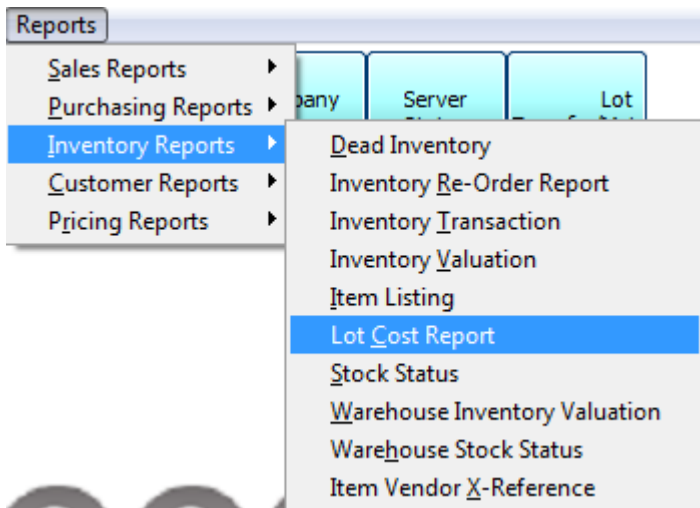
Lot #	Ext Lot #	Warehouse	Received	Expires	Available	Assigned		
PO00002298	AA-001	PFS-CA	10/04/11	12/31/12	12.00	3.00	✓	🗑️
PO00002299	AA-002	SR2	10/04/11	11/25/12	27.00	0.00	✓	🗑️
PO00002303		SR2	10/24/11	/ /	5.00	0.00	✓	🗑️
PO00002315	AB-97630	SR2	10/04/11	10/07/11	8.00	0.00	✓	🗑️
PO00002322	2322-1	SR2	10/20/11	10/31/11	3.00	0.00	✓	🗑️
PO00002325	1005	SR2	02/14/12	02/21/12	1.00	0.00	✓	🗑️
PO00002326		SR2	11/03/11	/ /	6.00	0.00	✓	🗑️
PO00002334	TU-83092	SR2	11/09/11	01/19/12	29.00	0.00	✓	🗑️
PO00002340		SR2	12/05/11	/ /	20.00	0.00	✓	🗑️
PO00002342	TUNA010412	SR2	12/19/11	/ /	1.00	0.00	✓	🗑️
PO00002344	10015-010412	SR2	01/04/12	03/04/12	1.00	0.00	✓	🗑️
PO00002383		SR2	01/26/12	/ /	1.00	0.00	✓	🗑️
PO00002386	02262012F	SR2	01/26/12	08/06/12	2.00	0.00	✓	🗑️
PO00002389	1020	SR2	02/01/12	02/15/12	2.00	0.00	✓	🗑️

☒ Open Lots Not Received - Not Due In Yet Quantity Balance: 0.00
☐ All Lots Not Received - Overdue Cancel Save

The user can reset the Assigned amount to zero for the incorrect Lot number by clicking on the  next to the column with the green checkmark. The user can look for the correct External Lot # and enter in the correct quantity in the Assigned column.

Click the **Save** button at the bottom of the screen to save the changes.

Determine the Vendor and Customers Associated to a Specific Lot



The Lot Cost Report will print the Vendor and Customers associated to the Lot.

A screenshot of a software window titled 'Lot Costing Report - 01-SR2SOFTWARE, INC.'. The window has a pink border and a standard Windows-style title bar with a close button. Inside the window, there are several input fields and controls: a 'Lot ID' field containing the text 'PO0000230175036' with a small icon to its right; an 'Item Lookup' field which is empty; a 'Report Options' section containing a 'Preview Report' label and a checked checkbox; and a 'Print' button at the bottom right.

Lot ID: Enter in the Lot ID or choose the query to search for the Lot ID. This is the internal Lot # that SR2 assigns.

Preview: Check this box to view the report on the screen

Example of a Lot Cost Report:

In the example below, we purchased a quantity of 10 items but we have only sold 1 of the items.

LOT COST
1-800-214-5045

SR2SOFTWARE, INC.
Lot Costing Report

Internal Lot Number - P00000228620293

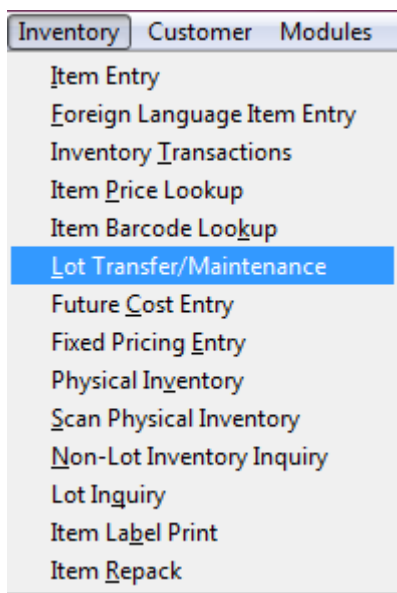
External Lot Number - EX-001

PO #	Vendor #	Vendor Name	Rec Date	Qty SU	Qty BU	Cost	Ext Cost
2286			10/04/11	10.00	598.36	2.33	1,394.18
INV #	Customer #	Customer Name	Inv Date	Qty SU	Qty BU	Price	Ext Price
1665	A4160	AJ'S RESTAURANT	10/04/11	1.00	60.00	3.03	181.80
Total Cost: 1,394.18		Total Price: 181.80	Profit: 1,212.38-	GP %: 666.88-			
		Min Price: 3.03					
		Max Price: 3.03					
		Avg Price: 3.03					
		Avg Sale: 181.80					
		Avg Qty: 60.00					

*** E N D O F R E P O R T ***

Change a Lot from FRESH to FROZEN or from FROZEN to FRESH

Sometimes the user may choose Fresh or Frozen in error when they are entering in the Purchase Order. (See the section *Creating Lots in the Purchase Order Screen to see where the Fresh or Frozen is originally chosen.*)



NOTE: If OE Auto Lot Selection is used, different Item ID's need to be created if the same item can be sold as Fresh or Frozen.

Enter or Search for the Lot number.

Change from Fresh to Frozen OR Frozen to Fresh.

Click on the **Write** Button on the bottom of the screen.

In the example below, we are changing from Fresh to Frozen:

Lot Transfer / Maintenance

Lot # (Internal) PO0000230310015

Item ID 10015 TUNA STEAK 4 OZ IQF

Warehouse ID SR2

External Lot ID MM457

Fresh ☐

Frozen ☒

SU Quantity 0.00

Pack Date 00/00/00

Expiration Date 00/00/00

Lot Open ☒

From Lot #

Expected SU Qty 5.00

Received SU Qty 0.00

Country Of Origin US

Product Transfer

Transfer Qty 0.00

To Whse

New Item ID 10015

New External Lot ID

Fresh ☐

Frozen ☐

Transfer

Write

Clear

Cancel

Transfer Lots from one Warehouse to Another Warehouse

Inventory Customer Modules

Item Entry

Foreign Language Item Entry

Inventory Transactions

Item Price Lookup

Item Barcode Lookup

Lot Transfer/Maintenance

Future Cost Entry

Fixed Pricing Entry

Physical Inventory

Scan Physical Inventory

Non-Lot Inventory Inquiry

Lot Inquiry

Item Label Print

Item Repack

Lot # (Internal) P00000230175019

Item ID 75019 RED PEPPERS 15 LB RQ

Warehouse ID SR2 Fresh ☒

External Lot ID ABC-005 Frozen ☐

SU Quantity 5.00 From Lot #

Pack Date 10/01/11 Expected SU Qty 0.00

Expiration Date 11/01/11 Received SU Qty 5.00

Lot Open ☒ Country Of Origin US

Product Transfer

Transfer Qty 5.00 To Whse PFS-CA New Item ID 75019 New External Lot ID ABC-05 Fresh ☒ Frozen ☐ **Transfer**

Write Clear Cancel

Enter in the Lot Number or Search for the Lot Number.

In the Warehouse Transfer section, enter in the **Quantity to Transfer** into the other Warehouse.

In the **To Whse (Warehouse)**, enter in the Warehouse ID.

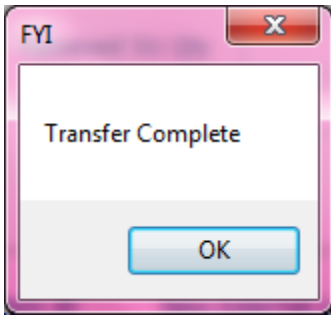
Enter in the **New Item ID** which can be the same item ID as the original.

Enter in the **New External Lot ID**.

Choose **Fresh** or **Frozen**.

Click on **Transfer**.

The user should see a message “Transfer Complete”.



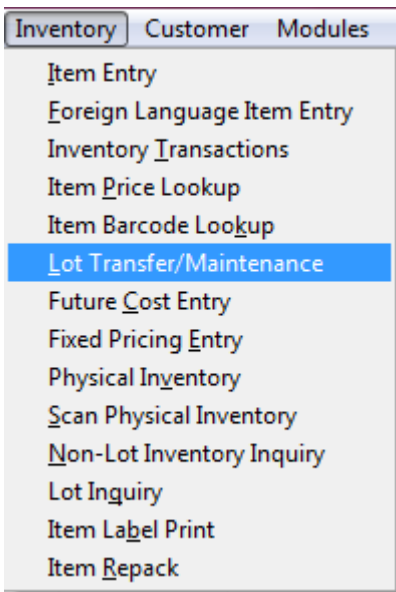
Click on **OK** Button.

Entered in an incorrect Item in a Lot

If the user incorrectly entered an item in the Purchase Order screen and the Purchase Order has already been Updated:

- 1 The Lot Number for the item should be “closed” so no other user can “see” the lot.
2. An inventory transaction should be entered to enter in the item correctly.

#1 To “Close” a Lot:



Enter in the Lot Number.

Click on the checkmark next to **Lot Open** to “close” the Lot and uncheck the box.

Click in the **Write** Button to save the entry.

Lot Transfer / Maintenance

Lot # (Internal) PO0000230175036

Item ID 75036 YELLOW SQUASH RQ

Warehouse ID SR2 Fresh ☒

External Lot ID ABC-006 Frozen ☐

SU Quantity 5.00 From Lot #

Pack Date 10/01/11 Expected SU Qty 0.00

Expiration Date 11/01/11 Received SU Qty 5.00

Lot Open ☐ Country Of Origin US

Product Transfer

Transfer Qty 0.00 To Whse New Item ID 75036 New External Lot ID Fresh ☐ Frozen ☐ Transfer

Write Clear Cancel

#2 Inventory Transaction to add the correct Item:

Inventory Customer Modules

- Item Entry
- Foreign Language Item Entry
- Inventory Transactions
- Item Price Lookup
- Item Barcode Lookup
- Lot Transfer/Maintenance
- Future Cost Entry
- Fixed Pricing Entry
- Physical Inventory
- Scan Physical Inventory
- Non-Lot Inventory Inquiry
- Lot Inquiry
- Item Label Print
- Item Repack

Inventory Transactions

Item ID: 75036

Description: YELLOW SQUASH RQ

Transaction Type: Receipt

Reference:

Lot ID: *NEW*

Warehouse ID: SR2

SU: CS

SU Quantity: 5.00

BU Quantity: 5.00

Price: 0.00

Cost: 25.2700

Lot Control Information

External Lot #: AB-007

Pack Date: 10/01/11

Expire Date: 11/01/11

Fresh: ☒

Frozen: ☐

Country Of Origin: US

Accept Clear Cancel

Enter in the Item ID or Search for it.
The Description will appear.

Type: Choose **Receipt**

Reference: Optional

Warehouse: Will display

SU: Will display. Can choose from dropdown if item allows this.

Qty SU: Enter in the number of Units.

Qty BU: Will display the Qty BU.

Cost: Will display. Can edit if needed.

Price: Will display.

Click the **Accept** button to save.

Transfer From One Item To Create a New Item

You may have a situation where you want to take a quantity of one item and create a new item.

NOTE: You have to look at the Selling Unit of Measure on both items in order for this to calculate properly. The items must also have the same Billing Unit of Measure.

For example, I have an item that is originally packed as 40 to a case and I want to sell it as 20 to a case.

Item that is packed 40 to a Case and weighs 40 Pounds:

Item ID	ITEM40	Description	SAMPLE ITEM CASES--40 per Case
Lookup			

1 - General	
-------------	--

Category ID	60	Variance	25.00
VendorID		Cube	0.00
Alpha Sort		Density	
Selling UOM	CS	Non-Stock	<input type="checkbox"/>
Alternate UOM	LB <input type="checkbox"/>	Landed Cost Item	<input checked="" type="checkbox"/>
Billing UOM	CS	Exclude Discounts	<input type="checkbox"/>
Pack Qty	40.00	Include on Pricelist	<input type="checkbox"/>
Pack Size	40/case	Processed Item	<input type="checkbox"/>
Weight	40.00	Print Proc. Item Labels	<input type="checkbox"/>
Catch Weight	<input checked="" type="checkbox"/>	Proc. Item Label Factor	0
CW Lines	S	Catalog Information	
Allow Break	<input type="checkbox"/>	Image Name	ITEM40.jpg
		Description	SAMPLE ITEM CASES--40 per Cas

Item that is packed 20 to a Case and weighs 20 Pounds:

Item ID	ITEM20	Description	SAMPLE ITEM CASES--20 per CASE
Lookup			

1 - General			
Category ID	60	Variance	25.00
VendorID		Cube	0.00
Alpha Sort		Density	
Selling UOM	CS	Non-Stock	<input type="checkbox"/>
Alternate UOM	LB	Landed Cost Item	<input checked="" type="checkbox"/>
Billing UOM	CS	Exclude Discounts	<input type="checkbox"/>
Pack Qty	20.00	Include on Pricelist	<input type="checkbox"/>
Pack Size		Processed Item	<input type="checkbox"/>
Weight	20.00	Print Proc. Item Labels	<input type="checkbox"/>
Catch Weight	<input checked="" type="checkbox"/>	Proc. Item Label Factor	0
CW Lines	S	<div>Catalog Information</div> <div>Image Name</div> <div>ITEM20.jpg</div> <div>Description</div> <div>SAMPLE ITEM CASES--20 per CASE</div>	
Allow Break	<input type="checkbox"/>		

In the example below, I want to create 8 items of 20 per case from the 40 per case item.
 I have an Item ID for the 40 per case and an Item ID for the 20 per case.
 I would need to transfer 4 of the 40 items per case to create 8 of the 20 per case.

Lot Transfer / Maintenance

Lot # (Internal) PO00002339ITEM40

Item ID ITEM40 SAMPLE ITEM CASES--40 per Case

Warehouse ID SR2 Fresh ☐

External Lot ID 1230100511 Frozen ☒

SU Quantity 20.00 From Lot #

Pack Date 10/05/11 Expected SU Qty 0.00

Expiration Date 01/05/12 Received SU Qty 50.00

Lot Open ☒ Country Of Origin US

Product Transfer

Transfer Qty	To Whse	New Item ID	New External Lot ID	Fresh	Frozen	Transfer
4.00	SR2	ITEM20	555-897	<input checked="" type="radio"/>	<input type="radio"/>	Transfer

Navigation: [Previous] [Next] [First] [Last]

Buttons: Write Clear Cancel

I originally had 20 of the ITEM 40 in the Lot:

So when I look at the Lot Inquiry screen now, after transferring the quantity of 4 from ITEM40 Lot I have 16 of the Item ID ITEM40 Lot and 8 of the Item ID ITEM20 Lot in warehouse SR2:

Lot Inquiry

Lot #	Item ID	Description	Receive	Expires	Committed	PFS-CA	SR2
	75992	CALIF. SPINACH	10/28/11				2
BGBB-012612	80648	B&G BRD & BUTTR PICK CHIPS	01/26/12	06/26/12			10
20120126	80648	B&G BRD & BUTTR PICK CHIPS	01/26/12	07/26/12			5
BG 123	80648	B&G BRD & BUTTR PICK CHIPS	01/26/12	07/26/12		5	
20120126	81555	B&G " DILL " PICKLE RELISH	01/26/12	07/26/12			20
DPR 1890	81555	B&G " DILL " PICKLE RELISH	01/26/12	06/26/12			20
109703	93260	HAM COOKED NATURAL JUICES	08/13/12				35
109703	93260	HAM COOKED NATURAL JUICES	08/13/12		5		5
MM153	93260	HAM COOKED NATURAL JUICES	08/07/12				50
030112-30938	BANANACHIP	BANANA CHIPS	03/19/12	12/01/12			40
031212-04	CAROBCHIPS	CAROB CHIPS ORGANIC	03/19/12	12/12/12			50
030112-39876	CASHEWS	CASHEWS UNSALTED	03/19/12	12/01/12	10		0
030112-9076	COCONUTSHR	COCONUT SHRED	03/19/12	12/01/12	20		0
555-897	ITEM20	SAMPLE ITEM CASES--20 per CASE	08/27/12	01/05/12			8
1230100511	ITEM40	SAMPLE ITEM CASES--40 per Case	11/28/11	01/05/12			16
100511-20	ITEM40	SAMPLE ITEM CASES--40 per Case	11/28/11	01/05/12			0

NOTE: The items must have the same Billing Units of Measure in order for this to work properly.