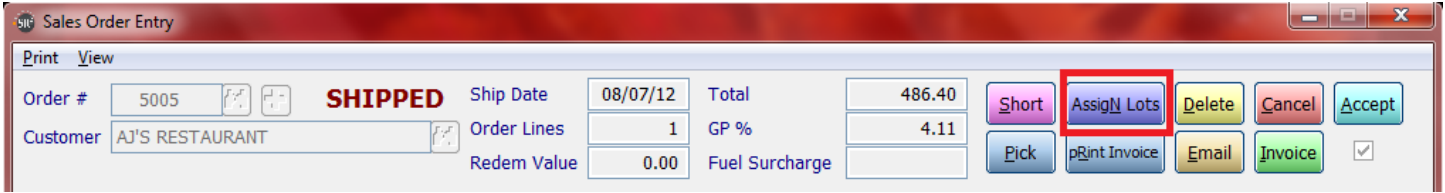# Assigning Lots in Sales Orders

Manual Lot entry

The user has the ability to select the Lot number at Sales Order entry time. The user needs to view the line item. At the top right hand side of the screen, the user can choose the **Assign Lots** Button.

The user can also choose the **Lots** Button in the bottom right hand corner of the Detail screen which is brought up by click on the ⬥.on the line entry for that item.
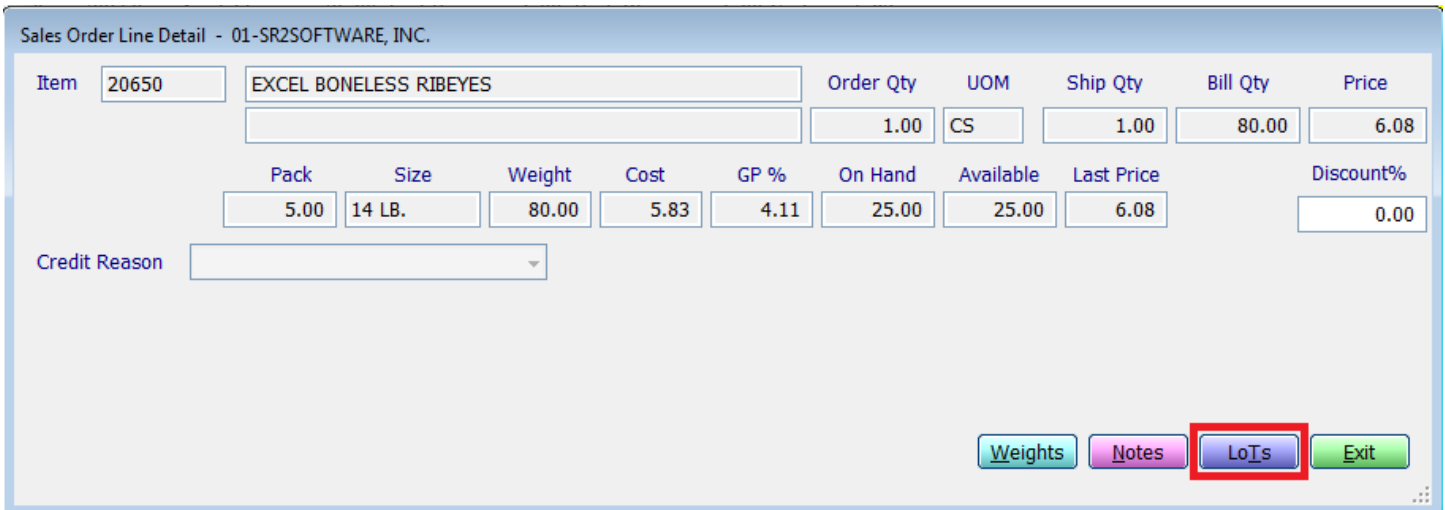
The Sales Lot Assignment Screen will display. The Quantity Required field will display the number of items. In the Assigned column, **enter in the number of items** or in the column next to it, click the **green check**. The system will automatically enter in the Quantity Required amount. If the user wishes to reset the Assigned amount to zero, the user can click on the 🗑 next to the column with the green checkmark. If the parameter in Company Setup, 2nd Parameter, OE Auto Lot Selection is checked, the system will automatically assign the lots and you will not need to manually assign the lots on this screen.

Choose the **Save** Button at the bottom of the screen to save your entry.

Using the Lot Selection button in the Sales Order Screen

The user has the ability to use the Lot Selector screen to enter in items for the customer.

When the user chooses the **Lot Selection** Button, the Lot Selector screen will display.

Lot #	Item ID	Description	Receive	Expires	Committed	IF	PFS-CA	SR2
AA-001	10015	TUNA STEAK 4 OZ IQF	10/04/11	12/31/12	6		33	
AA-002	10015	TUNA STEAK 4 OZ IQF	10/04/11	11/25/12	3			22
A723	10015	TUNA STEAK 4 OZ IQF	07/23/12	08/04/12	5			14
B723	10015	TUNA STEAK 4 OZ IQF	07/23/12		7			18
A723	10015	TUNA STEAK 4 OZ IQF	07/23/12		6			19
	10015	TUNA STEAK 4 OZ IQF	07/23/12		1			24
M443	10015	TUNA STEAK 4 OZ IQF	07/23/12		3			1
AA-003	10102	SCALLOPS BAY 80/120 CHINA	10/04/11	12/31/12				0
	20293	EXCEL BEEF SHORT RIBS	06/01/12					20
	20650	EXCEL BONELESS RIBEYES	06/01/12					20
	20650	EXCEL BONELESS RIBEYES	06/01/12		2			0
12345	20650	EXCEL BONELESS RIBEYES	06/22/12					15
A723	20650	EXCEL BONELESS RIBEYES	07/23/12		10			9
B723	20650	EXCEL BONELESS RIBEYES	07/23/12		6			19
A723	20650	EXCEL BONELESS RIBEYES	07/23/12		6			6-
	20650	EXCEL BONELESS RIBEYES	07/23/12					25
TY-001	30739	* TYSON FROZ JUMBO WINGS	10/04/11	07/01/12			200	
	70160	ORGANIC LG BROWN EGG	06/01/12					10
	70160	ORGANIC LG BROWN EGG	06/01/12					6
A723	70160	ORGANIC LG BROWN EGG	07/23/12		10			9
B723	70160	ORGANIC LG BROWN EGG	07/23/12		6			19
A723	70160	ORGANIC LG BROWN EGG	07/23/12		8			17
	70160	ORGANIC LG BROWN EGG	07/23/12		2			23
ABC75006	75006	TOMATOES 5X6 RQ	05/31/12	06/18/12				10
	75006	TOMATOES 5X6 RQ	06/01/12					1

All ⦿   History ○   Filter On [ ] ✖

Item ID	Description	Available	Order Qty
10015	TUNA STEAK 4 OZ IQF	24	0.00

[All] [Cancel] [Order] [Exit]

The user can click on a red (fresh) or blue (frozen) number under the warehouse name for an item you wish to order.

We are going to order 2 Tuna Steak 4 OZ IQF. Click on the red number 24. The system will display the item at the bottom of the Lot Selector screen. Enter in the **Order Qty** and click on the **Order Button** or click on the **All Button** to order all the available quantity of the lot.