

Serial Number and Lot (Batch) Tracking

This document will assist you in setting up and effectively using the Serial Number and Lot, or Batch Tracking facilities within Palladium.

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■ 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 too many relationship, ie many items recieved are from the same Lot. This is generally a 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.

Creating Serial Number Types

On the screen on the right, 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.

Creating Lot Number Types

In the screen on the right you will have the ability to set the following:

- Whether you print the Lot Numbers on your Documents.
- The minimum and maximum Lot Number Length.
- Whether the Lot 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 Lots 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.

Assigning Serial / Lot Types to Items

Once you have created your different Serial and Lot 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.

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 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.

The screenshot shows the 'Company Options' dialog box with the 'Inventory & Services' tab selected. The 'Allow Over / Under Issue of Lots' checkbox is highlighted with a red box. Other visible options include 'Negative Inventory' (Allow Negative Inventory Levels checked), 'Inventory Integration Method' (Perpetual (Integrated) selected), and 'General' (Adjust Warehouse Transfer Cost checked).

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

The screenshot shows a 'Sales Invoice' window for 'Mild Steel - 1mm' with a quantity of 500. A dialog box titled 'Palladium Accounting 2015 Enterprise' is displayed, asking: 'You Required 500.00 Lot Items And Have Selected 506.00. Do You Want To Continue?'. The dialog box has 'Yes' and 'No' buttons.

Number	Location	Description	Qty	Unit	Price	Discount %	Margin %	Tax Code	Tax	Amount	Serial / Lot
M5-1mm-500	DEFAULT	Mild Steel - 1mm	500	EA	309.00	0.00	92.00	01	27 230.00	194 500.00	Unassigned

Serial / Lot Number Take-On

In the item above, on page 4, I entered a take-on quantity of 21. Rather than having to enter the individual Lot Numbers, I can import them through the **Control Panel >> Import & Export >> Serial / Lot Numbers**. Don't forget that the layout of the import files can be found in the **Help >> Import Examples >> Ent_SerialLotNumbers**.

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.

Location	Serial Number	Unit
DEFAULT	990099871	EA
DEFAULT	990099872	EA
DEFAULT	990099873	EA
DEFAULT	990099874	EA
DEFAULT	990099875	EA
DEFAULT	990099876	EA
DEFAULT	990099877	EA
DEFAULT	990099878	EA
DEFAULT	990099879	EA
DEFAULT	990099880	EA
DEFAULT	990099881	EA

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.