palladium®
ACCOUNTING

accounting simplified

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
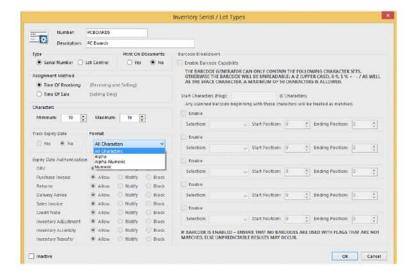
Creating Serial Number and Lot Number Types

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

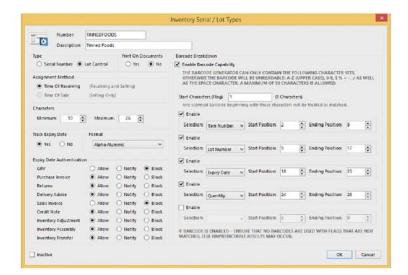On the screen on the right, you will have the ability to set the following:

- 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.
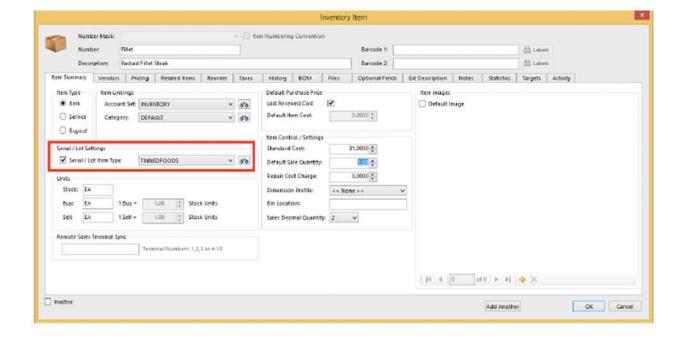
Creating Lot Number Types

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.
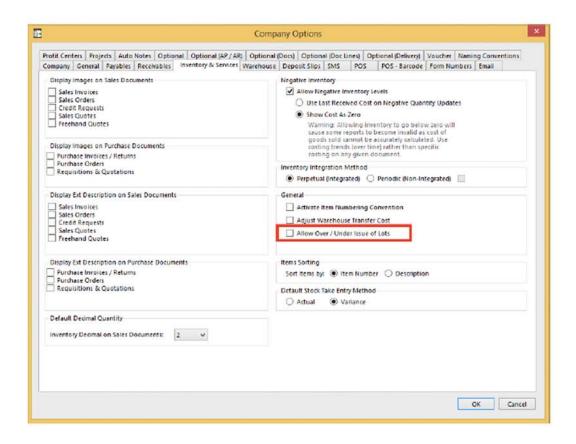

Assigning Serial / Lot Types to Items

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.
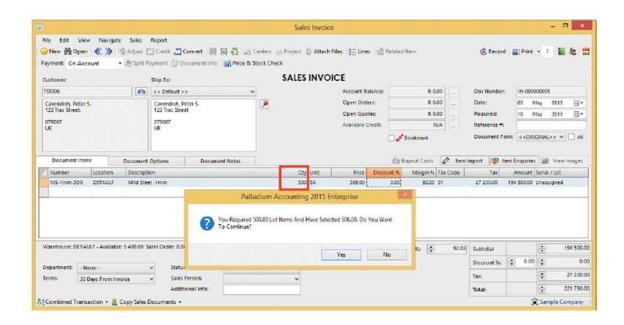
Allowing for the Over or Under Use of Lots

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.

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.
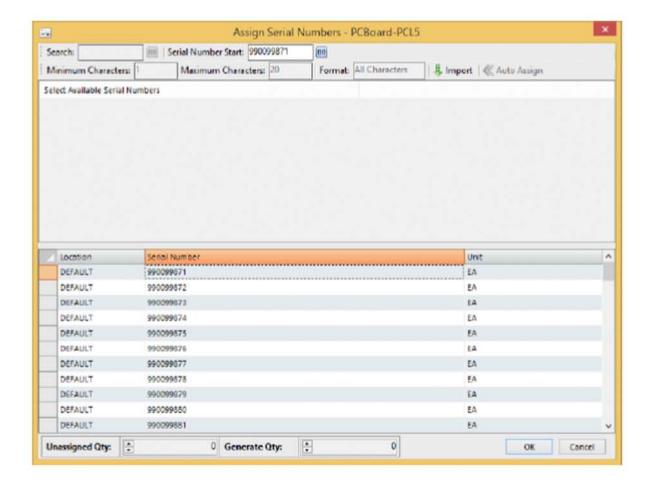
▪ Serial / Lot Number Take-On

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 Auot-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.