Managing Expiration Dates in Order Time

Last Modified on 11/28/2023 4:41 pm EST

Overview:

When you've assigned a serial number to an individual item or a lot to a group of items in Order Time, tracking their expiration dates is a crucial step for effective inventory management. Here's a step-by-step guide on how to do it:

Example Scenario:

The expiration dates for lot and serial are set on the receiver or on an adjustment for the item needing the expiration in this case S-16783 on a receiver.

If you need additional information, refer to the associated video for detailed guidance about assigning lot and serial: Video - Lot & Serial Number Tracking Demo

Instructions:

- First we navigate to the **receiver** for S-16783.
- Access Line Item Editing
 - click the line item edit button for item S-16783 on the right hand side of the receiver

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Create New 🔍	Purchasing + Receivers + Receiver		Created By lorne Benoliel 11/22/2023 4	:18 PM Modified By lorne Benoliel 11/24/2023 11:39 A
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Perent Perords	General	Bill Address	Summary Revision : 1	c
	No. 348		Subtotal	1,965.00
m 16	Vendor Uline		Charges	0.00
348	Expected Date 11/22/2023		Total Amount	1,965.00
S-16783	PO No. 16			
347				
Uline Uline	Items Details Memo & Instructions Custom Attachment	s Open Activities Activity	History	
Soup Packing Assembly				
S-21025	Name/Number V Search Item	Scan 🎄		
Soup Packing Assembly				
CHICKSOUPBATCH	ITEM DESCRIPTION	QUANTITY UOM	COST EXT. TRACK LOTS OR SERIAL NUMBERS	ACTIONS
	S-16783 28 x 14 x 14" Corrugated Boxes	5.00 Bu	393.00 1,965.00 💿	₿ © \$
owarad by NumberCruncher				Terms of Urea
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- Navigate to Lot and Serial Editing:
 - Move to the "Lot and Serial" tab on the editing page.
- Enter Lot/Serial Editing Page:
 - Click the "Edit" button again to open the editing popup.

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 ➡ 348 ■ 5-16783 ➡ 347 ■ Uline 	General Cust	Lot / Serial #s						Q Add
Soup Packing Assembly	BIN	LOT / SERIAL NUM	BER v		QUANTITY	DESCRIPTION	LOT / SERIAL NUMBER	ACTIONS
Soup Packing Assembly	Default	1235145			5.00		1235145	B 0
CHICKSOUPBATCH						Total Records: 1		

- Set Expiration Date:
 - Locate the expiration date field within the popup.
 - Fill in the expiration date information and then hit save in the bottom right to the popup

Order Time	Search		Q,					Compu-Center Logout
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Recent Records To 16 A 16 A 348 S-16783 A 347 Uline Soup Packing Assembly S 20125 CHICKSOUPBATCH	Item S-16 OrderField 5.00 Open Quantity 5.00 Open Quantity 0.00 General Custo BIN Default	First Bin General IC Lot.	Description Bin (Serial Number Quantity Expiration Date	t Custom Default (HQ) 1225145 5 11/24/2023	v	Cet Next	X E Save Close	C Add Actions (₹ 0

Adjustments

Changing expirations in an adjustment is a process similar to the one outlined above. When creating an adjustment for a serialized item, you will first be prompted to attach a serial number to the item. From there, the process is essentially the same as described earlier with the receiver.