# Understanding Inventory Tracking with Manufacturer Lots

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This guide explains how to use inventory tracking with manufacturer lot numbers. It is intended for general users.

To increase accountability and traceability for inventoried line item codes (LICs), you can track them with manufacturer lot numbers. Lot tracking helps trace multiple units which all have a single ID. This is most useful for products where a problem found with a single item will likely affect all items in the batch (e.g. food items, medicine, vitamins / supplements, chemicals, etc). Lot tracking also helps you easily <u>review all inventory transactions</u> (https://aace6.knowledgeowl.com/help/tracking-inventory-transactions-for-lot-tracked-and-serialized-items) for a batch of products.

#### **Setting Lot Tracking**

You must configure lot tracking for an LIC *before* you begin using that LIC. You should mark the needed flag when you first create the <u>line item code records</u> (https://aace6.knowledgeowl.com/help/overview-of-line-item-codes). This is because after you associate an LIC with other records (e.g. sales orders, GJ/GL entries, inventory transactions, etc), you *cannot* mark the lot tracking flag.

The flag to Track by Mfr Lot is located on different tabs for different LIC types:

- Inventoried Items LIC detail view > Inventory Management tab > Inventory Setup section
- Inventoried Assembly Items LIC detail view > Replenishment tab > Inventory Setup section

Lot tracked items often decrease in value over time (e.g. food items get old, chemicals lose effectiveness, etc). Because of this factor, when you mark the Track by Mfr Lot flag, aACE automatically marks the Item Info flag for Perishable goods. An expiration date will be required on the Lot Entry. If the Perishable flag is not relevant for the product, clear that flag.

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Lode: SAL-CA	KE		Sallie	's Cupca	akes							PEN	DING 🦲
Inventoried Item	Setup	]								Notices 😣	Tasks 🗹	Emails 🔛	Docs (
General Info			Unit Info	,					Defa	ault Value for Or	ler Item Addt'i	Info	
Type	Est Unit Cost	Price	Net Wt	Gross Wt	L	W	н	Est Ship Cost					R,
Food	3.00	5.00			12	4	1	0.00					
Manufacturer	Mfr Part #	MSRP	SKU		MOQ	Sale Ca	se Qty	NON					
		0.00						Each					
<b>Inventory Balances</b>	Options	Custom Prices	Vendors	Inventory	y Manag	ement	Ph	iotos					
wantony Panlanichma										Defende Di	-		
ivencory reepientsnine	ent for Offices									Default Bin	5		
Office	On Hand Av	allable T	otal % of Target	Target	Replen	ish Metho	d	From		Office	Default Bin	Return	Bin
Conce > AI	On Hand Av	ailable T	otal % of Target	Target	Replen	ish Metho	d	From	^ %	Office > AI	Default Bin	Return C-AI	Bin
Coffice > AI	On Hand Av	allable T 0	otal % of Target 0	Target 50	Replen	ish Metho 10	d	From	^ <b>F</b> K	Office > AI	Default Bin	Return C-AI	Bin
Coffice	On Hand Av	allable T 0	otal % of Target	Target 50	Replen	10 Metho	d	From	^ FK	Office > AI	Default Bin	Return C-AI	Bin
Conce AI	On Hand Av	allable T O	otal % of Target	Target 50	Replen	10 Metho	d	From	^ #K	Office > AI	Default Bin	Return C-AI	Bin
Coffice AI	On Hand Aw	aliable T O	otal % of Target	Target 50	Replen	10 Metho	d	From	* *	Office > AI	Default Bin	Return C-AI	Bin
3 Office > AI	On Hand Av	aliable T 0	otal % of Target	Target 50	Replen	10 Metho	d	From	×	Office > AI	Default Bin	Return C-AI	Bin
Office     AI	on Hand Av 0 ent for Independ	aliable T 0 dently Managed	otal % of Target	Target 50	Replen	10 Metho	d	From	<ul> <li>N</li> <li>N</li> <li>N</li> </ul>	Office > AI	Default Bin C-AI	Return C-AI	Bin
Office     AI	On Hand Av 0 ant for Independ On Hand Av	allable T 0 dently Managed allable T	Bins % of Target	Target 50 Target	Replen	ish Metho 10 ish Metho	d	From	* *	Office > AI Inventory: Cycle	B Default Bin C-AI Setup	Return I C-AI	Bin
Office     AI	On Hand Av	allable T 0 dently Managed allable T	Bins 0 % of Target	Target 50 Target	Replen	ish Metho 10 ish Metho	d	From	×	Cycle	B Default Bin C-AI Setup	Return     C-AI	Bin
AI	On Hand Av	allable T 0 dently Managed allable T	Bins btal % of Target	Target 50 Target	Replen	ish Metho 10 ish Metho	d	From	· · · · · · · · · · · · · · · · · · ·	Office > AI Inventory: Cycle Track by I	B Default Bin C-AI Setup	Return I C-AI	Bin
AI	on Hand Av	allable T 0 dently Managed allable T	Bins % of Target	Target 50	Replen	ish Metho 10 ish Metho	d	From	×	Cycle	Setup	Return I C-AI Serial Berialized Xiscontinued	Bin
Coffice Coffice AI  Inventory Replenishme Bin	on Hand Av	allable T 0 dently Managed allable T	Bins % of Target	Target 50 Target	Replen	ish Metho 10 ish Metho	d	From		Cycle	Setup	Return I C-AI Serial Retalized Xiscontinued Xrop Ship	Bin
AI     AI     Bin	on Hand Av	allable T 0 dently Managed allable T	Bins btal % of Target	Target 50 Target	Replen	ish Metho 10 ish Metho	d	From	<ul> <li>▲</li> <li>▲</li></ul>	Cycle  C	Setup	Return I C-AI	Bin
Ceffice AI nventory Replenishme Bin	on Hand Av	allable T 0 dently Managed allable T	Bins Dtal % of Target	Target 50 Target	Replen	ish Metho	d	From		Cycle Cycle Cycle Special Co	Setup	Return I C-AI	Bin

#### **Receiving Lot-Tracked Inventory**

When you receive a shipment that includes items marked as Track by Mfr Lot, the shipment record's Packing List section displays the lot tracking Ref #s icon ( ) for each lot-tracked item. To receive the shipment, you must enter manufacturer lot numbers (as well as expiration dates for any items flagged as Perishable). Click the Ref #s icon to display the Mfr Lot Entry dialog.

Shipment: 60004		Salli	e's Home	08/01/23		PENDING							
Incoming Shipment			Line Ite Manufac	em Code: SA	L-CAKE: Sallio	e's Cupcakes	Qty: Rem:	<b>40</b> 40	Notices 😣	Tasks 💟	Emails	<u>2</u> 1	Docs (
hip From >	Ô Q	Shipment 1	Mfr Lot #			Expiration Date		Quantity	escription				
allie's Hometown Bakery		Incoming	1										
allie Green 927 W South St.		Ship Terms	2										
ong Beach, CA 90801			3										
			4						ackage Type	Pack	age IDs		
			5										
			6										
acking List		_	7										
Code	Descri	ption	8				-		y Weig	ht Bin Q		Ref #(s)	*
SAL-CAKE	Sallie	's Cupcake	9						0	U C-AI	q		~
	4		10										
			12										
			13										
			14										
			15										
								0					
							Cancel	Save					

At this dialog, enter the needed lots, each with varying expiration dates and quantities. After you save the lot info, aACE highlights the Ref #s icon ( ). Proceed with receiving the shipment normally.

### **Tracking Inventory Lots**

For lot-tracked products, the <u>Inventory Lots</u> (https://aace6.knowledgeowl.com/help/working-with-inventory-transactionsinventory-lots-and-inventory-usage) module also shows the Track by Mfr Lot flag. The list view of this module displays the reference numbers. This enables you to search lots by the manufacturer lot numbers.

The detail view of the inventory lot provides more information. Lot numbers are listed in the Reference #s field and the Ref #s icon is highlighted ( 📄 ). Click the icon to display a popup with details about each lot's expiration dates, quantities received, and current quantities in stock.

Inventory L	ot: 6000	1   SAL-CA	KE					OPEN
Purchase Invento	ry Lot					Notices 🔒	Tasks 🗹 🛛 E	mails 🔛 🛛 Doc
General Info							Scrialized	Track by Mfr Lot
Transaction ID >	Date	Office >	Code >		Code Description	Refer	ence #(s)	
PO-60005	08/01/23	AI	SAL-CAKE		Sallie's Cupcakes	5839	24-378,273384-00	9
Ordered / Purchased					Ordered / Received			
		Quantity	Each	Value		Quantity		Value
Ordered		40	3.00	120.00	Ordered	40		120.00
Purchased		0	3.00	0.00	Received	40		120.00
Purchased Remaining		40		120.00	Received Remaining	0		0.00
ccrued Inventory					Current Inventory			
		Quantity		Value		Quantity		Value
Received		40		120.00	Received	40		120.00
Purchased		0		0.00	Used	0		0.00
Accrued Inventory		40		120.00	Current Inventory	40		120.00
nventory COGS					Note: The Est Unit Cost I	is used until the Act Unit (	Cost is final (i.e. the r	elated PO is closed).
Usage ID T	'rans ID	Trans Date	Reference #(s)		Mfr Lot Reference #	Quantity	Est Unit Cost	Total Cost

## Shipping Lot-Tracked Inventory

When you ship lot-tracked items for an order, the Shipping Log's Packing List section again displays the Ref #s icon ( ). You can edit the shipment and save changes; however, you *must* specify a Mfr Lot # and Quantity for the shipment to be marked as shipped.

00	Shipp	ing Log - 2			
🗮 💠 Record: 4 of 4				New 🖶 🛛 Edit 🖋	Delete 🗶 Print 🗟 🛛 Actions 🛪
Shipment: 60005	M. S. Carpenter Ele	ementary School		8/1/2023	PENDING
Outgoing Shipment	Line Item Code: SAL-CAKE: S Manufacturer Lots	Gallie's Cupcakes Qty: Rem:	10 10	Notices 😝 Ta	asks 🗹 Emails 🎦 Docs 🥝
Ship To     Blind     Image: Constraint of the second seco	Mfr Lot # 1 2 273384-009 (30) 3 583924-378 (10) 4 5 6 7	Expiration Date	Quantity	caller Number 1	SOL Seal Number
Code Description	8			it Shipping Cost I	Sin Q. Ref #(s) 🛪
Q	9       10       11       12       13       14       15			U.UU (	
		Cancel 0	0 Save	0 0.00 (	2
Dept AI-Shipping Q Bin Ason To	KH Q Tracking Status				Cancel Save

### Handling Returns for Lot-Tracked Inventory

Beyond the regular steps for making inventory adjustments for returned product, <u>adjustments for lot-tracked items</u> (https://aace6.knowledgeowl.com/help/handling-returns-and-inventory-adjustments-for-lottracked-and-serialized-items) require additional details.