

Company Preferences - Lot Numbers & Serial Numbers

Last Modified on 11/13/2024 3:49 pm EST

Lot Numbers & Serial Numbers

In the Lot / Serial #s preference, you will be able to manage your Lot Numbers & Serial Numbers.

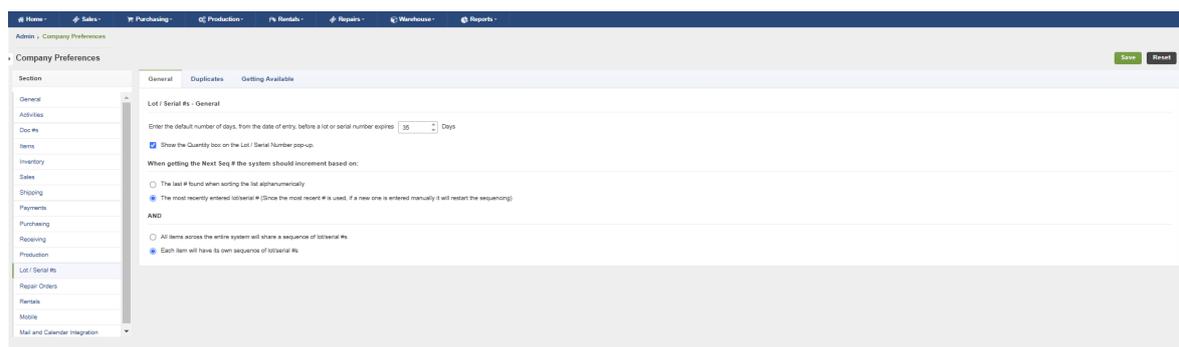
Head to **Settings > Company Preferences > Lot / Serial #s**

Under the **General** tab you can adjust the following settings:

- Enter the default number of days, from the date of entry, before a lot or serial number expires.
- Show the Quantity box on the Lot/Serial Number pop-up

Under the "**When getting the Next Seq # the system should increment based on**" section:

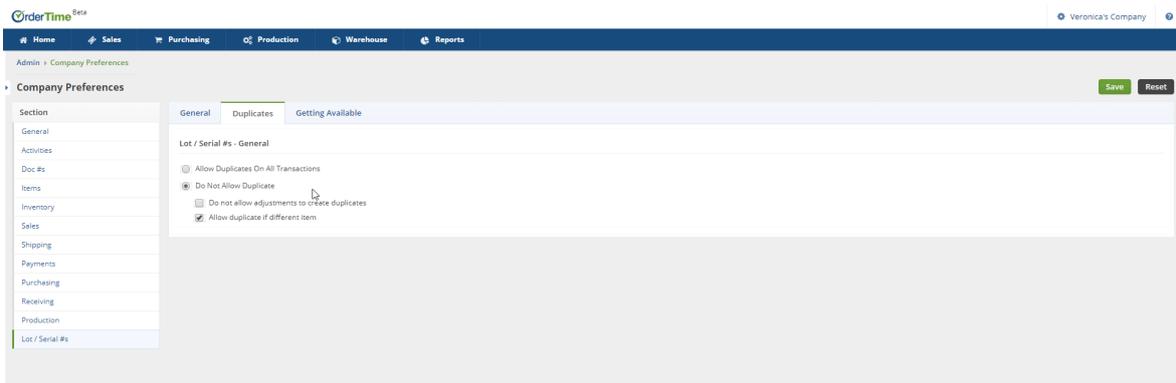
- The last # found when sorting the list alphanumerically
 - The most recently entered lot/serial # (Since the most recent # is used, if a new one is entered manually it will restart the sequencing).
- AND**
- All items across the entire system will share a sequence of lot/serial #s.
 - Each item will have its own sequence of lot/serial #s (There can be duplicates as long as they are for different items).



Under the **Duplicates** tab, you can adjust the following settings:

- Allow duplicates on all transactions. This will allow duplicate lot or serial number to be entered.
 - Warn when duplicate - A warning will be displayed whenever the duplicate lot/serial # is entered.
- Do not allow Duplicates
 - Do not allow adjustments to create duplicates.

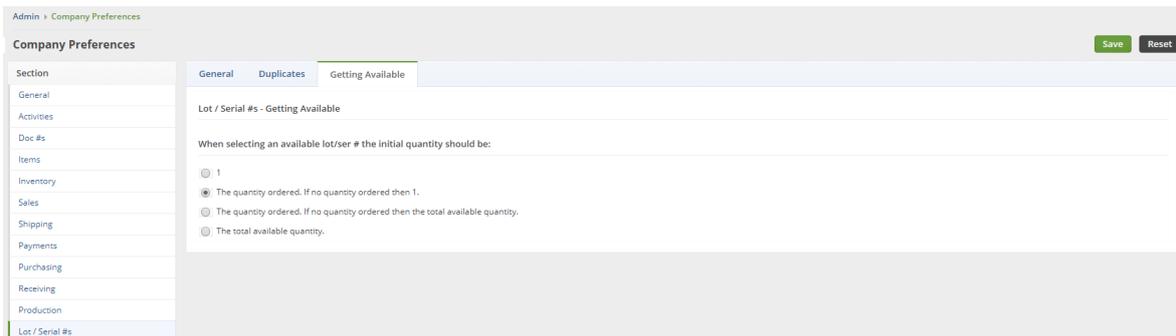
- Allow duplicate if different item. This will allow the duplicate but only if the items is not the same as the item that it already exist on.



Under the **Getting Available** tab

When selecting an available lot/serial # the initial quantity should be:

- 1
- The quantity ordered. If no quantity ordered then 1.
- The quantity ordered. If no quantity ordered than the total available quantity.
- The total available quantity.



Click **Save** when you have finished editing.