

Importing a count with Lot / Serial Numbers

Last Modified on 02/07/2021 11:32 am EST

Overview:

The most common practice for updating a count is to import you CSV back into Order Time with the updated counts of each of the items. The purpose of this article is to demonstrate the method required to update the count of items that track Lot / Serial Numbers.

Solution:

To update the count of an item that tracks Lot / Serial Number you need to include a line for each Lot / Serial Number of that item.

For an Example I want to include an item on my count that tracks Lot / Serial Number. You will notice when I created the count this item already has multiple lines for each of its Lot / Serial Numbers.

Warehouse > Counts > Count Created By Jason Swen 1/5/2021 1:46 PM Modified By Jason Swen 1/7/2021 11:25 A

Count - 9 EDIT Status Processing

General

No. 9
Date 1/5/2021
Account Cost Of Goods
Location HQ
Class

Items Attachments Open Activities Activity History Add

ITEM	ID	BIN	LOT / SERIAL NUMBER	QUANTITY COUNTED	QUANTITY IN SYSTEM	DIFFERENCE	ACTIONS
RE-0001	128	A-1-1	34561		1,0000		☑ ○
RE-0001	129	A-1-1	34562		1,0000		☑ ○
RE-0001	130	A-1-1	34563		1,0000		☑ ○
RE-0001	131	A-1-1	34564		1,0000		☑ ○
RE-0001	132	A-1-1	34565		1,0000		☑ ○

When I export this count onto a CSV to preform my count I will need to update the count not just for the Item but for each of the Items Lot / Serial Numbers.

This also applies when importing new inventory. You will be required to have a row for each Items Serial Number.

	A	B	C	D	E	F	G	H	I
1	Item	Id	Bin	Lot / Serial Number	Quantity counted	Quantity in system	Difference	No	
17	NY-0001	136	A-1-1	346004		1		9	
18	NY-0001	137	A-1-1	346005		1		9	
19	NY-0001	138	A-1-1	346006		1		9	
20	PB-0001	145	A-1-1			0		9	
21	QUE-0001	121	A-1-1	1		0		9	
22	RE-0001	128	A-1-1	34561	3	1		9	
23	RE-0001	129	A-1-1	34562	2	1		9	
24	RE-0001	130	A-1-1	34563	5	1		9	
25	RE-0001	131	A-1-1	34564	1	1		9	
26	RE-0001	132	A-1-1	34565	1	1		9	
27	Report Test	139	A-1-1			0		9	

Next you will import this updated count. I am only Updating these 5 items. Because I have the Id column on my CSV I will only need to map the Id, Qty counted and the No columns. If I did not have the Id column I would need to include the Item, Bin and Lot / Serial Number columns.

Admin > Import > Import

Import Save Mapping

File Columns System Columns

Item

Id

Bin

Lot / Serial Number

Quantity counted

Quantity in system

Difference

No

Start Import Delete

As you can see I was able to successfully upload my count. Even though I only made 5 actual updates the import page shows I successfully imported 39 updates. But when I view the actual count I can see of the 39 items I have updated the Qty counted for just 5 items.

Admin > Import

Import New Import Job

File Name Search Import Job

FILE NAME	TYPE	CREATED DATE/TIME	START DATE/TIME	FINISHED DATE/TIME	INSERTS	UPDATES	ERRORS	ACTIONS
CountItem_20210207161927	Count Line	2/7/2021 06:26 AM	2/7/2021 11:26 AM	2/7/2021 11:26 AM	0	39	0	

Count - 9 [EDIT](#)

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[Add](#)

ITEM ^	ID	BIN	LOT / SERIAL NUMBER	QUANTITY COUNTED	QUANTITY IN SYSTEM	DIFFERENCE	ACTIONS
RE-0001	128	A-1-1	34561	3.0000	1.0000	2.0000	✔ ⊘
RE-0001	129	A-1-1	34562	2.0000	1.0000	1.0000	✔ ⊘
RE-0001	130	A-1-1	34563	5.0000	1.0000	4.0000	✔ ⊘
RE-0001	131	A-1-1	34564	1.0000	1.0000	0.0000	✔ ⊘
RE-0001	132	A-1-1	34565	1.0000	1.0000	0.0000	✔ ⊘
Report Test	130	A-1-1			0.0000		✔ ⊘

All I have left to do is either finish my count or approve and finalize this count!