

Managing Expiration Dates in Order Time

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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](#)

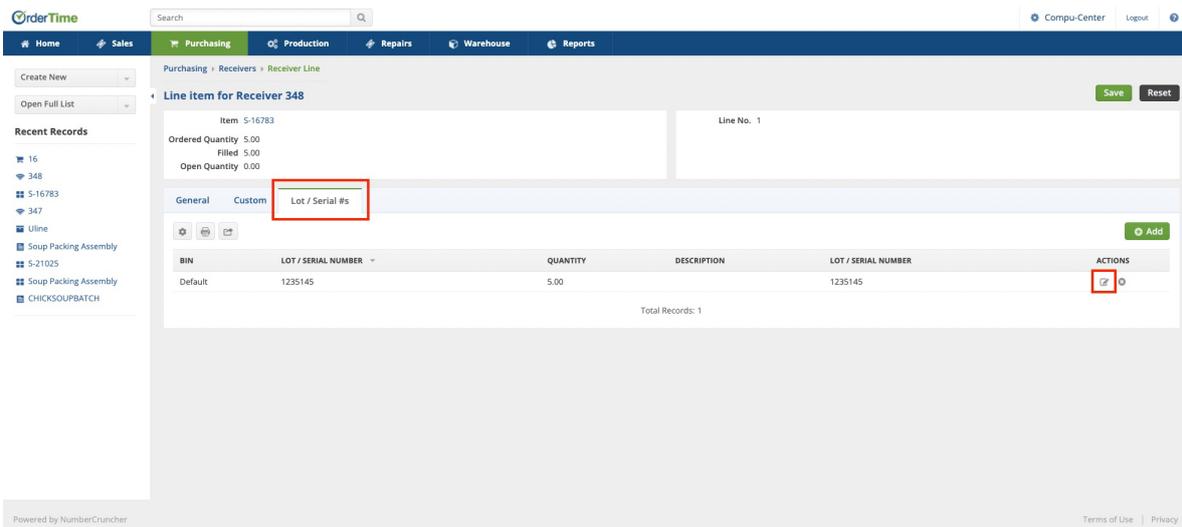
Instructions:

- 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

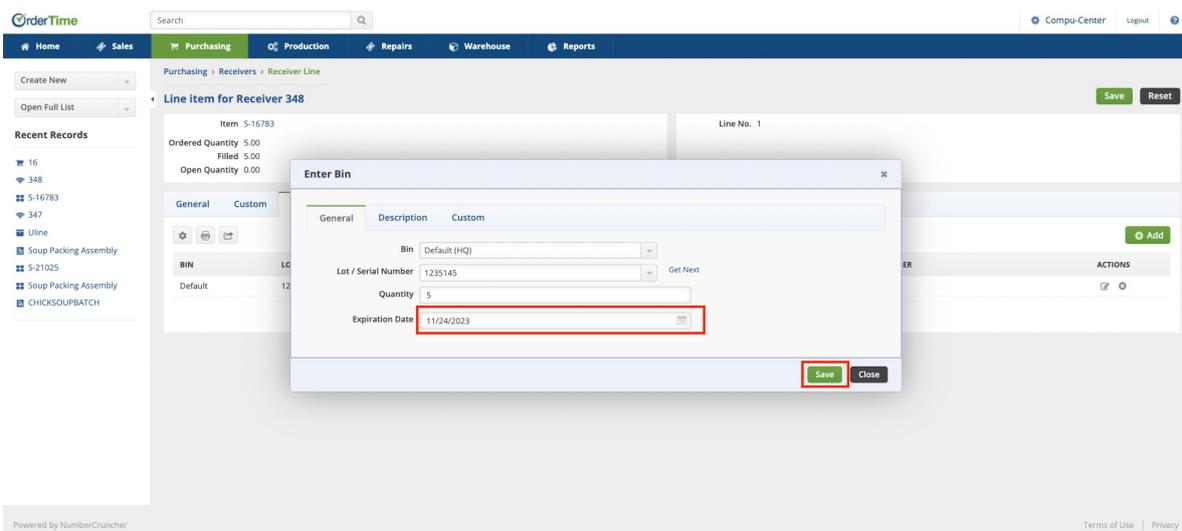
The screenshot displays the OrderTime software interface. At the top, there is a navigation menu with options like Home, Sales, Purchasing, Production, Repairs, Warehouse, and Reports. The main content area shows a receiver for item S-16783. The 'Items' tab is active, displaying a table with the following data:

| 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 | | EDIT |

- 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.



- 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



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.