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

- 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.
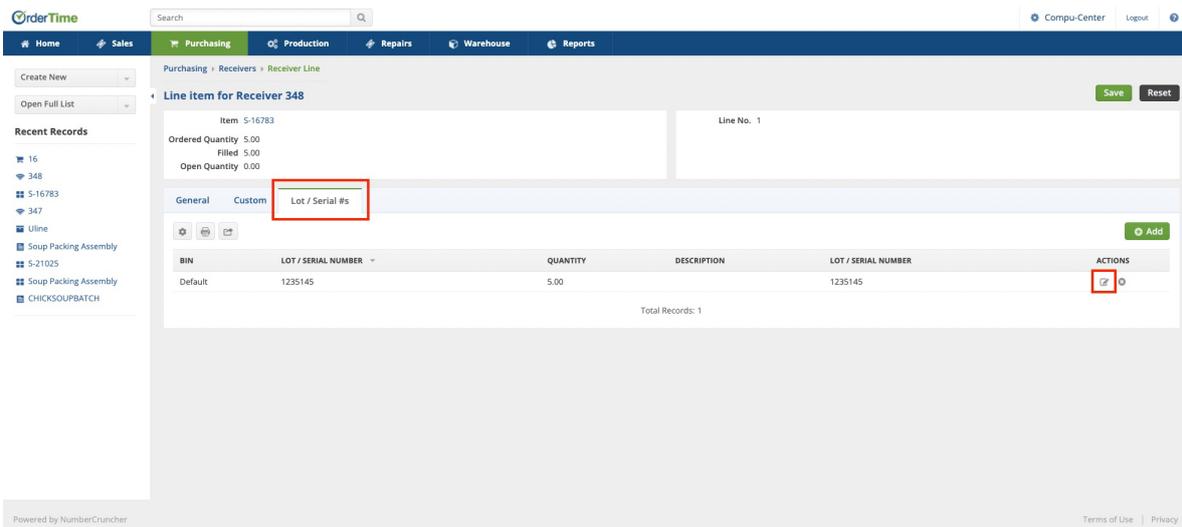
- Set Expiration Date:

  - 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
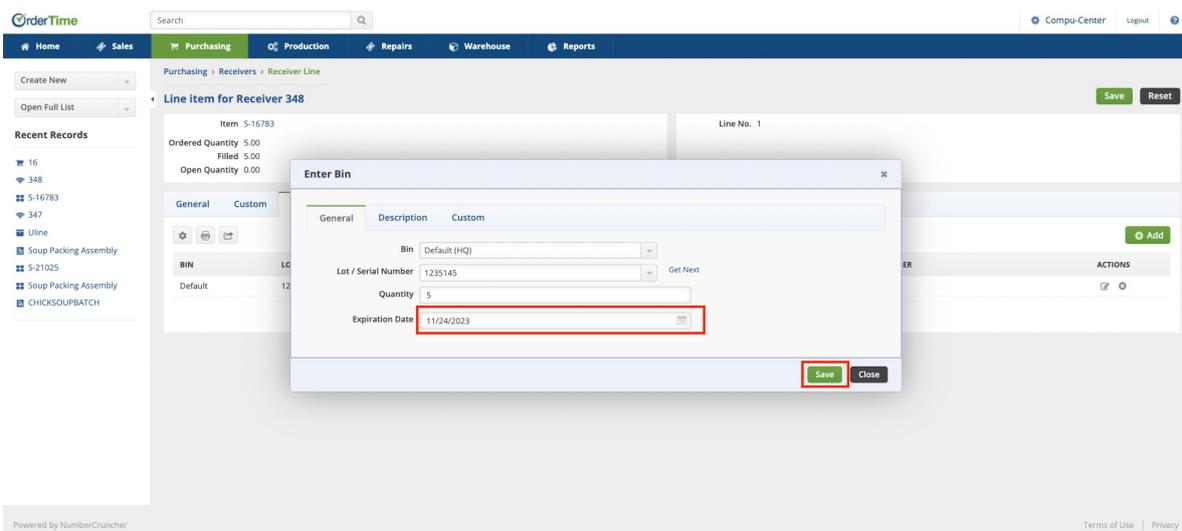
Adjustments

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.