MEMBER BUSINESS FEEDING SOLUTIONS AMERICA



Item Journal - Suggest Lots

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Purpose of this document

This document illustrates how to write off inventory via the Item Journal functionality and having the system suggest the oldest Lots.

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Purpose

Food banks that receive large quantities of items in small batches (like bread) need an efficient way to write off the inventory. When writing off inventory via the Item Journal, manual data entry is required to choose Lots which can be very time-consuming when the inventory is recorded in lots of small quantities. The "Suggest Lots" function in the item journal provides an efficient method of auto-selecting inventory to write-off from the available lots, pallets and bins. The selection utilizes the FEFO (First Expired First Out) method when the lot "consume by" and lot "expiration" dates are available and the FIFO (First In First Out) method when lot expiration dates are not available. This should only be used when the specific Lot being disposed is not available.

Ceres object release 4.00.00 is required for the functionality documented in this procedure.

Negative Inventory Adjustments Using Suggest Lots

1. The Suggest Lots functionality is based on the Item Journal. The Item Journal can be accessed from Departments → Warehouse → Inventory → Tasks → Item Journals.



2. Select the Item Journal Template you want to use.

Item Journal Te	mplate List 📃 🗖 💌							
 НОМЕ 	0							
Show Show as List Char View								
Item Journal Template List Type to filter (F3) Name								
Name	Description							
TTEM Item Journal								
ITMRCLS	Item Reclass Journal							
KITITEM	Kitting Item Journal							
SALRCLS	Salvage Reclass Journal							

3. From the Item Journal, select the "Batch Name" to use for your write-offs.

📶 Edit - Item Journal - INV WO · Inventory Write-Off			
 HOME ACTIONS NAVIGATE 			6
Delete Post and Print Print Dimensions	Item Journal Batches		
Manage Process Batch Name: INV WO	Wiew List Image: Edit Journa Image: Edit List Image: Edit Journa New Method Edit List X Delete Image: Post and Pice	Show as Chart	
Line No. GTIN Code Polying Date Entry	Item Journal Batches	View Show Attache Type to filter (F3) Name	▼ →
	Name Description	No. Series Posting No. Series	filters applied Reason Code Re Cc M
	CONSOL Consolidate Pallets	UNL-GEN	IC3
	DEFAULT Default Item Journal INV WO Inventory Write-Off	มNL-GEN มNL-GEN	ALLOC DC10
	VOX Voxware Journal XBEGBAL Beginning Balances	มิNL-GEN มิNL-GEN	XBEGBAL
	Abcobile Segnining bullices	5.12 02.1	

4. To access the "Suggest Lots" function, select Actions \rightarrow Suggest Lots.

📶 Edit - Item Journal - INV WO · Inventory Write-Off		
HOME ACTIONS NAVIGATE		0
Assign Create Lots Pallets Lots Pallets Lots Functions	Test Post Post and Print Posting Posting Print Posting Print Post Post and Print Posting Print Posting Print Posting Print Print Posting Print Print Posting Print	

5. From the Suggest / Explode Lots form, enter the filter criteria for the items you wish to write off, such as Location Code, Lot Expiration Date, Lot No. or Bin Code.

Edit - Suggest / Explode Lots	- • •
 ACTIONS 	?
Clear Filter Page	
Options	^
Write-off Quantity:]
Item Journal Line	^
Show results:	
X Where Item No. ▼ is 10569	
🗙 And Location Code 🔻 is KAN	
X And Lot Expiration Date ▼ is Enter a value.	
X And Lot No. ▼ is Enter a value.	
🗙 And Bin Code 🔻 is 🗸 🗸	
+ Add Filter	
OK	Cancel

6. If you are writing off the entire inventory you can press OK at this time. However, if you wish to only write-off a specified quantity, access the "Options" FastTab and enter the quantity to write-off. Ceres will select lots & pallets up to the quantity entered on the "Options" tab. If the Write-Off Quantity is set to zero, the program will select all lots & pallets meeting the filter criteria specified on the "Item Journal Line" tab. For example, here we have chosen Item No. 10569 and Location Code KAN.

Edit - Suggest / Explode Lots	
▼ ACTIONS	0
Clear Filter Page	
Options	^
Write-off Quantity:	

- 7. Press OK and Ceres will calculate and suggest the lots to write off. Each entry generated will be a "Negative Adjustment" with the appropriate Pallet, Lot, and Bin.
- 8. For reporting purposes, you should select a Reason Code for each line that corresponds with your Trash tracking.

HOME	ACTIONS I	NAVIGATE										(
HOIVIE												
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nage	Pro	cess	Pag	je								
tch Name:	INV WO	•										
Line No.	Posting Date	Entry Type	Document No.	Item No.	Description	Location Code	Pallet No.	Lot No.	Bin Code	Quant Unit of Measure Code	Unit Cost	Maxim. Quant.
		Negative Adjmt.	IGJ-00262	10569	Tortillas	KAN	1211-00184	LOT-00261	01-103-B	50 CASE	0.00	1
10	0000 8/14/2014	riegative Aujina										

9. To complete the process and write-off the inventory, select either "Post" or "Post and Print" from Home → Post or Post and Print. Select "Yes" to confirm that you want to post the journal lines.



Related Topics:

- 1. Item and Lot Expiration, Ship by and Consume by Dates
- 2. Item Journal Adjust Quantities
- 3. Item Reclass. Journal Overview
- 4. Physical Inventory Counts and Inventory Journal
- 5. Reason Code Mandatory Overview
- 6. Warehouse Pallets and Lots
- 7. FA Reporting