# 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 Template List							
- номе	E			0			
Show Show as List Cha View	v as art	Show Attached	Clear Filter				
Item Journal Template List							
Name		Description	<u> </u>				
ITEM		Item Journal					
ITMRCLS Item Reclass Journal							
KITITEM	KITITEM Kitting Item Journal						
SALRCLS	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										X
HOME ACTIONS NAVIGATE										0
Delete Post and Print Dirit Di	Item Jo	urnal Bat HOME	ches ACTIO	INS					×- ?	
Manage Process	<b>*</b> 3		/iew List	📝 Edit Journa	l	🖸 Show as List	OneNote	ß		
Batch Name: INV WO	New	₩ •	dit List Delete	Post 🚔 Post and P	rint	📆 Show as Chart	Notes	×		
Line No. GTIN Code Polying Date Entry	New	M	anage	Process		View	Show Attached	d Page		Bin Code
	Item	Journ	al Batc	hes -	Type t	o filter (F3) Nar	ne	>	~	
0 8/14/2014 Negat							No	filters applied		
$\backslash$	Na	me	Descri	iption		No. Series	Posting No. Series	Reason Code	R∉ C∢ M	
	CO	NSOL	Conso	lidate Pallets		UNL-GEN		IC3		
	DEF	AULT	Defaul	t Item Journal		UNL-GEN		ALLOC		
	<b>INV</b>	WO	Invent	ory Write-Off		UNL-GEN		DC10		
	VO	<	Voxwa	re Journal		UNL-GEN				
	XBE	GBAL	Beginr	ning Balances		UNL-GEN		XBEGBAL		

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 Suggest Lots Functions	Test Report Posting Posting	

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	0
Clear Filter Page	
Options	^
Write-off Quantity:	
Item Journal Line	^
Show results:	
🗙 Where Item No. 🔻 is 10569	
🗙 And Location Code 🔻 is KAN	
X And Lot Expiration Date ▼ is Enter a value.	
🗙 And Lot No. 🔻 is Enter a value.	
🗙 And Bin Code 🔻 is 📃 👻	
+ Add Filter	
ОК	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.

Inventory Write-Off			ſ	
HOME ACTIONS NAVIGATE				0
Delete Post and Post and Dimensions	Refresh Find			
Manage Process	Page			
Batch Name: INV WO 🔹				
Line No. Posting Date Entry Type Doci No.	:ument Item No. Description	Location Pallet No. Lot No. Code	Bin Code Quant Unit of Measure Code	Unit Maxim Cost Quant
10000 8/14/2014 Negative Adjmt. IGJ-0	00262 10569 Tortillas	KAN 1211-00184 LOT-00261	01-103-B 50 CASE	0.00 50
20000 8/14/2014 Negative Adjmt. IGJ-0	00262 10569 Tortillas	KAN 1203-03980 LOT-455223	41-113-C 59 CASE	0.00 59

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