

## 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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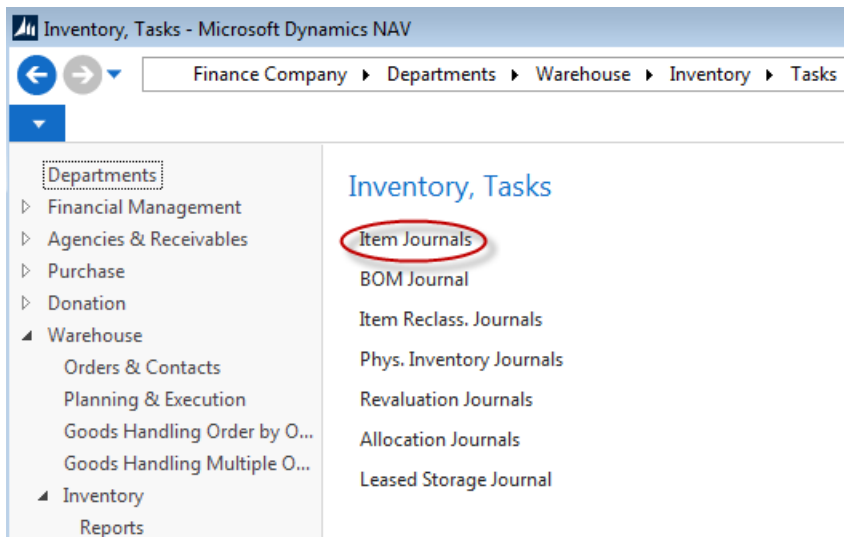
## Purpose

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.

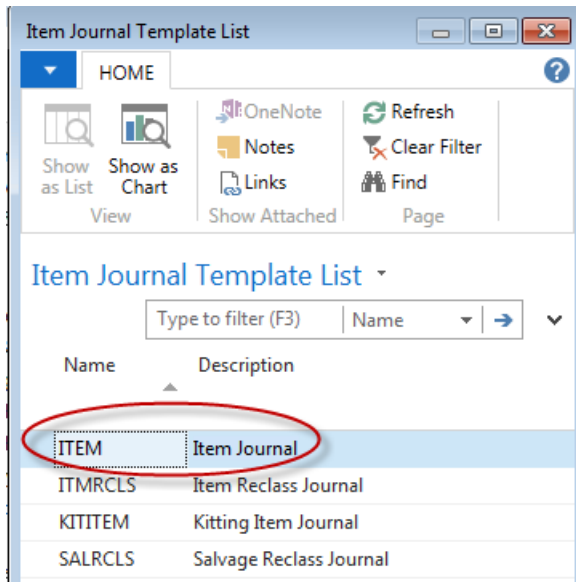
*Ceres object release 4.00.00 is required for the functionality documented in this procedure.*

## Negative Inventory Adjustments Using Suggest Lots

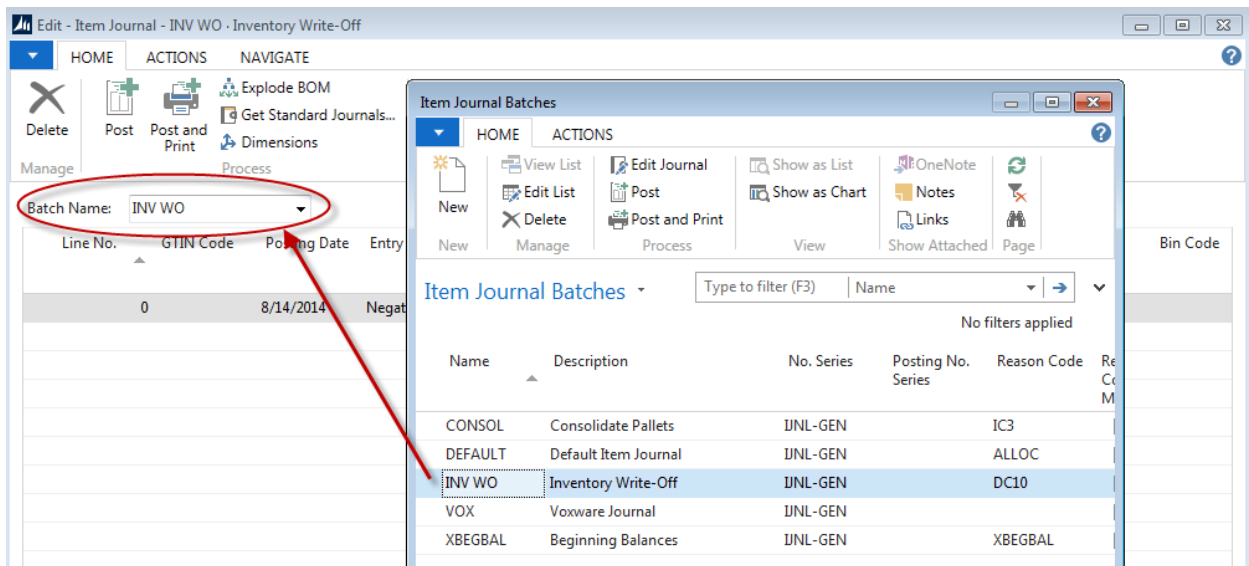
1. The Suggest Lots functionality is based on the Item Journal. The Item Journal can be accessed from Departments → Warehouse → Inventory → Tasks → Item Journals.



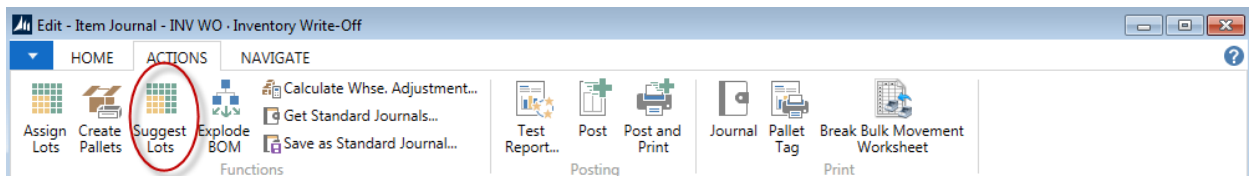
2. Select the Item Journal Template you want to use.



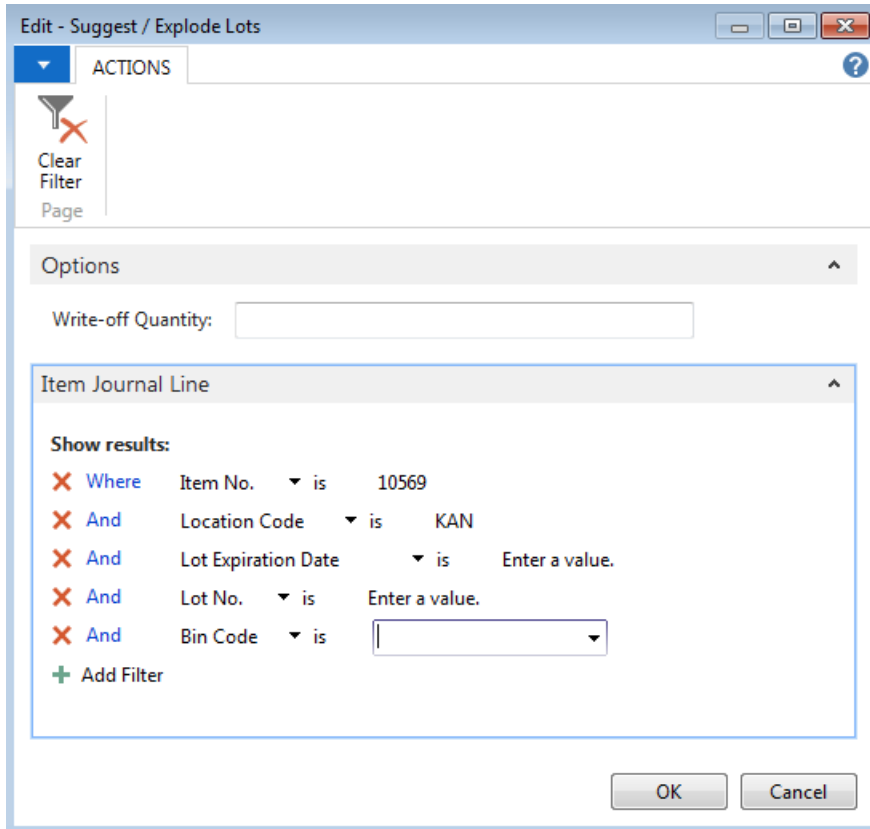
3. From the Item Journal, select the “Batch Name” to use for your write-offs.



4. To access the “Suggest Lots” function, select Actions → Suggest Lots.



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.



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.



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.

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...
10000	8/14/2014	Negative Adjmt.	IGJ-00262	10569	Tortillas	KAN	1211-00184	LOT-00261	01-103-B	50	CASE	0.00	50
20000	8/14/2014	Negative Adjmt.	IGJ-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