

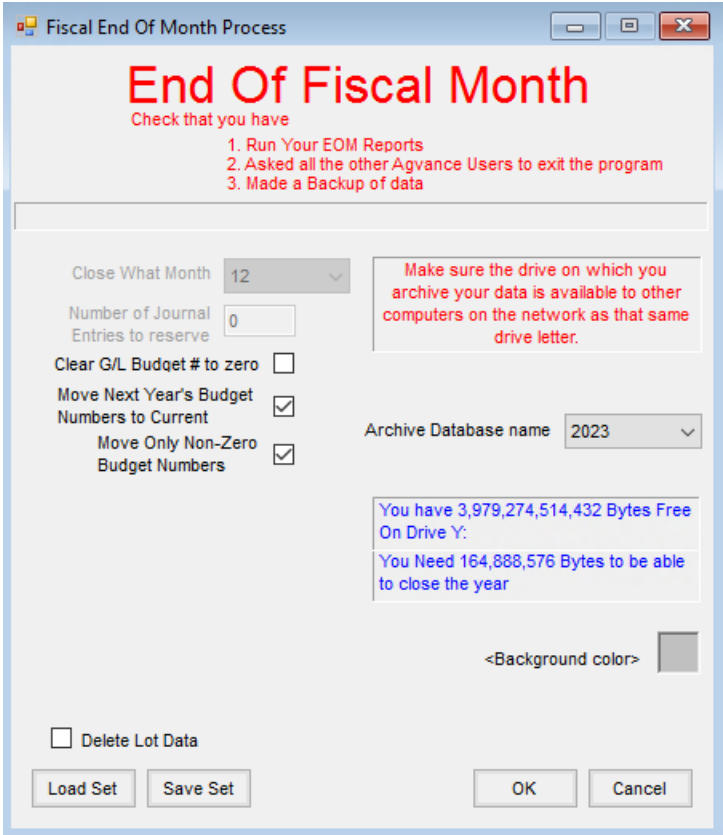
Delete Lot Numbers

Last Modified on 05/17/2024 9:48 am CDT

End of Fiscal Year

The best time to delete old Lot Numbers is at the end of the fiscal year. Before closing the year, make sure all Lot Numbers have the correct balances. Any Lots needing deleted should be at zero. Make any Inventory Adjustments if necessary.

At *Accounting / End of Periods / Fiscal Month*, when ending the 12th fiscal month, a *Delete Lot Data* option is available in the bottom left. If selected, all Lot Numbers with zero balances are deleted.



Product Seed/Lots

To remove one or two Lots, it is easiest to go to the Product file by editing the Product at *File / Open / Products*. On the *Seed / Lots* tab, select **Calculate** under the *Lot Number* grid to display each Lot Number's quantity.

Product Information for Small Seed -00 / Clover Seed

Profile Safety Blend Setup Pricing Sales Activity Tier II **Seed / Lots** Mapping Recs Interfaces

Seed Year Brand Name Purity % Is Bio Tech
 Variety Processor Code Inert % Is Insect Resistant Material
 Kind Treatment Code Weed % Needs Field Coordinates
 Origin Seed Size Germ % Test Date
 Trait Order Quantity Multiple Hard % Crop

	Lot Number	Quantity	Inactive	Expire Date
1	SSI021101-2	110.000	<input type="checkbox"/>	
2	SSI021115-5	35.000	<input type="checkbox"/>	
3	SSI021168-3	25.000	<input type="checkbox"/>	
4			<input type="checkbox"/>	
5			<input type="checkbox"/>	
6			<input type="checkbox"/>	

If the quantity is zero, select the row number to the left of the Lot Number so the line is highlighted and press **Delete** on the keyboard. Choose **Save**.

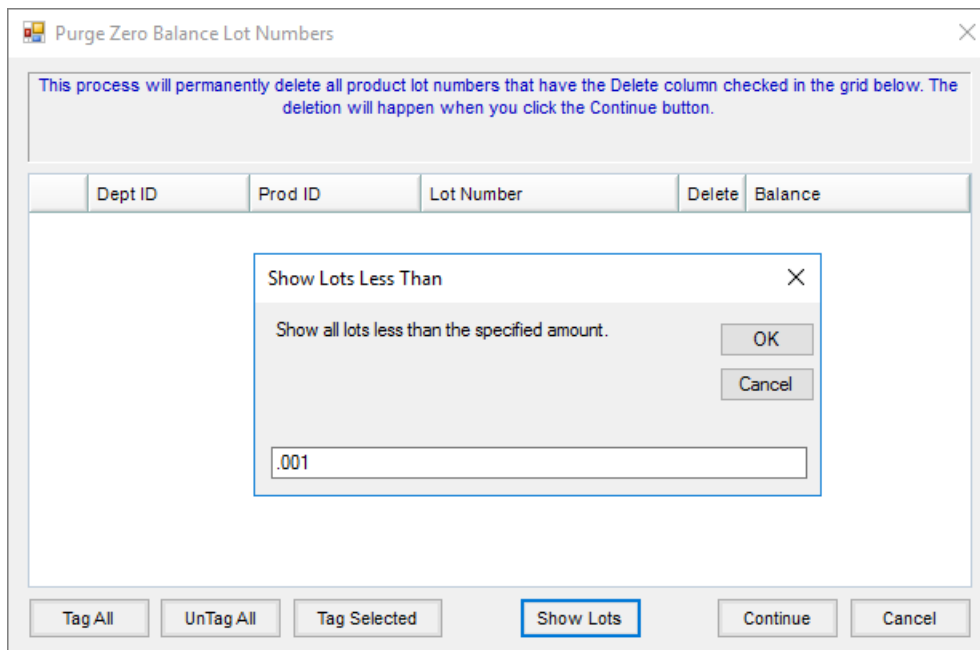
If the quantity is not zero, research the Product's balance and do an Inventory Adjustment before deleting the Lot Number.

Purge Zero Balance Lot Numbers

When several Lot Numbers need deleted and it is not the end of the fiscal year, the Purge Zero Balance Lot Numbers utility may be used.

Navigate to *Hub / Utilities / Admin Utilities / Hub / Purge Zero Balance Lot Numbers*.

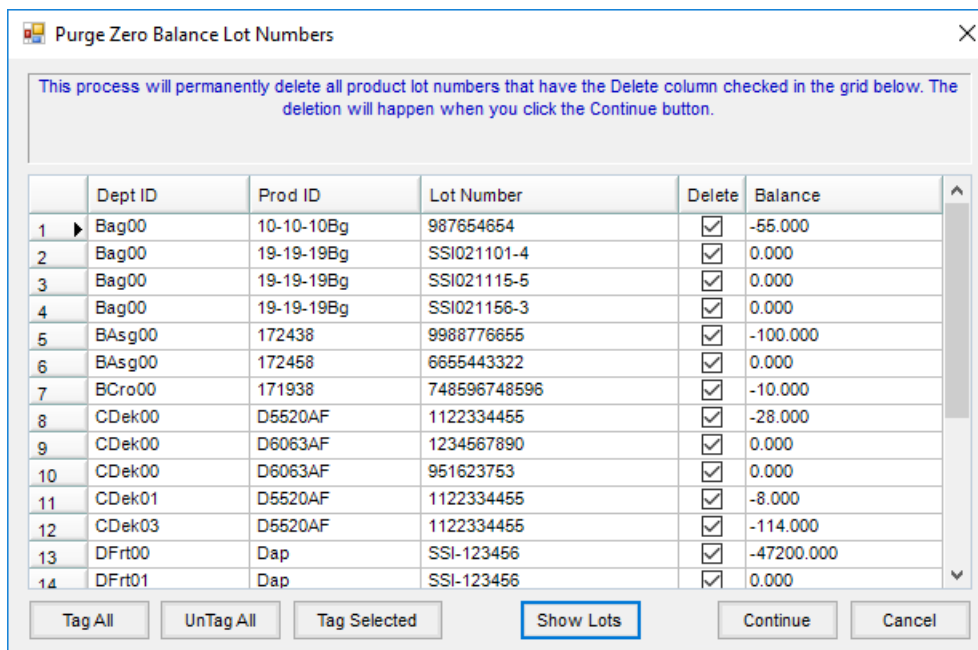
Choose **Show Lots** to display the Lot Numbers. In the *Show Lots Less Than* window, enter the quantity to display Lot Numbers with less than the amount entered and choose **OK**.



All Lot Numbers with a balance less than the amount specified are displayed in the *Purge Zero Balance Lot Numbers* grid with checkboxes in the *Delete* column.

Note: Always do an Inventory Adjustment before deleting a Lot if possible. To delete Lots with balances without doing an Inventory Adjustment or Lots that have had activity during the year, contact SSI for assistance.

Check the *Delete* column for the Lots to be deleted and choose **Continue**. The Lot Numbers are then deleted.



Note: Adjusting a Lot Number balance also adjusts that Product's Amount on Hand. The Amount on Hand should be the sum of the Lot Number balances. After adjusting Lot Numbers, check the Product's overall Amount on Hand to verify it is still correct.