

Establish Lot Numbers for Existing Products

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1. Add a lot number in the product file at *File / Open / Products / Edit / Seed Lots* by typing the lot numbers into the *Lot Number* grid and saving the product. Do not enter a quantity.
2. Adjust the amount on hand for each product to zero. To do this, add an Inventory Adjustment at *Inventory / Inventory Adjustments*. Select the product(s) and set the quantity in the *Physical* column to zero. Select **Calculate Difference** and choose **Save** to save the adjustment.
3. To set the correct quantity for each lot, add another Inventory Adjustment. This time check the *Use Lot Quantities* option. At the *Select Products* screen, double-click every product that was adjusted in Step 2 to add it to the shopping cart. Right-click on any product in the shopping cart and choose **Select All Lots**. The shopping cart will now contain every lot number for every product that was in the shopping cart. Choose **Done**.
4. In the *Physical* column, enter the correct physical count for each lot and **Save** the Inventory Adjustment. This sets each lot to the correct quantity and resets each product's overall amount on hand.