Delete Lot Numbers

Last Modified on 03/26/2025 8:38 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, aDelete Lot Data option is available in the bottom left. If selected, all Lot Numbers with zero balances are deleted.

🖳 Fiscal End Of Month Process	
Check that you have 1. Run Your EOM	other Agvance Users to exit the program
Close What Month 12 Number of Journal 0 Entries to reserve Clear G/L Budget # to zero Clear G/L Budget # to zero Move Next Year's Budget Numbers to Current Move Only Non-Zero Budget Numbers \checkmark	Make sure the drive on which you archive your data is available to other computers on the network as that same drive letter. Archive Database name 2023 ~ You have 3,979,274,514,432 Bytes Free On Drive Y: You Need 164,888,576 Bytes to be able to close the year <background color=""></background>
Delete Lot Data	
Load Set Save Set	OK Cancel

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.

	_		_			-	_		_			
Seed	Year)		Brand Name			Purity %	0	ls l	Bio Tec	h	
V	ariety			Processor Code	•		Inert %	0	ls I	nsect F	Resistant Mater	rial
	Kind		7	Treatment Code			Weed %	0		eds Fie	eld Coordinates	•
(Drigin			Seed Size	•		Germ %	0	Test	Date	_/_/	
	Trait		Order	r Quantity Multiple	• 0		Hard %	0]	Crop	(None)	\sim
	Lot Number				0	Quantity		Inactive	Expir	re Date	^	
1	SSI021)21101-2				1	10.000					
2	SSI021	21115-5				35.000						
3	SSI021	168-3					25.000					
4												
5												
6												~
Calcu	late											

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**.

🖳 Purge Zero Balance Lot	Numbers			×
This process will permanent		ot numbers that have the Delete o en when you click the Continue b		ecked in the grid below. The
Dept ID	Prod ID	Lot Number	Delete	Balance
	Show Lots Less Th Show all lots less th	an aan the specified amount.	(X OK Cancel
Tag All UnTag All	.001 Tag Selected	Show Lots		Continue

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.

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	Dept ID	Prod ID	Lot Number	Delete	Balance	^
	Bag00	10-10-10Bg	987654654		-55.000	
	Bag00	19-19-19Bg	SSI021101-4		0.000	
_	Bag00	19-19-19Bg	SSI021115-5		0.000	
_	Bag00	19-19-19Bg	SSI021156-3		0.000	
	BAsg00	172438	9988776655	\checkmark	-100.000	
	BAsg00	172458	6655443322	\checkmark	0.000	
	BCro00	171938	748596748596	\checkmark	-10.000	
	CDek00	D5520AF	1122334455	\checkmark	-28.000	
	CDek00	D6063AF	1234567890	\checkmark	0.000	
D	CDek00	D6063AF	951623753	\sim	0.000	
1	CDek01	D5520AF	1122334455	\sim	-8.000	
2	CDek03	D5520AF	1122334455	\checkmark	-114.000	
3	DFrt00	Dap	SSI-123456	\checkmark	-47200.000	
4	DFrt01	Dap	SSI-123456		0.000	

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.