

Delete Lot Numbers

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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's profile.

Edit 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.

The screenshot shows the 'Product Information for Seed Corn - Main / 110 day corn' window with the 'Seed / Lots' tab selected. The window contains various input fields for product details and a table of lot numbers.

Product Details:

- Seed Year: 0
- Variety:
- Kind:
- Origin: 1234561
- Trait:
- Brand Name:
- Processor Code:
- Treatment Code:
- Seed Size:
- Order Quantity Multiple: 0
- Purity %: 0
- Inert %: 0
- Weed %: 0
- Germ %: 0
- Hard %: 0
- Is Bio Tech: ☐
- Is Insect Resistant Material: ☐
- Needs Field Coordinates: ☐
- Test Date:
- Crop: (None)

Lot Number Grid:

	Lot Number	Quantity	Inactive	Expire Date	Seed Lot Attribute	Seed Size
1	SSI021101-21	0.000	<input checked="" type="checkbox"/>	10/10/2017		R2
2	SSI021115-5	25.000	<input type="checkbox"/>	10/10/2017		F2
3	SSI021156-3	24.000	<input type="checkbox"/>			F2
4	SSI10042012	500.000	<input type="checkbox"/>			R2
5			<input type="checkbox"/>			
6			<input type="checkbox"/>			

Buttons: Calculate, Threshold, Ratio Wizard, Manufactured Formula, Save, Cancel

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** on the product file.

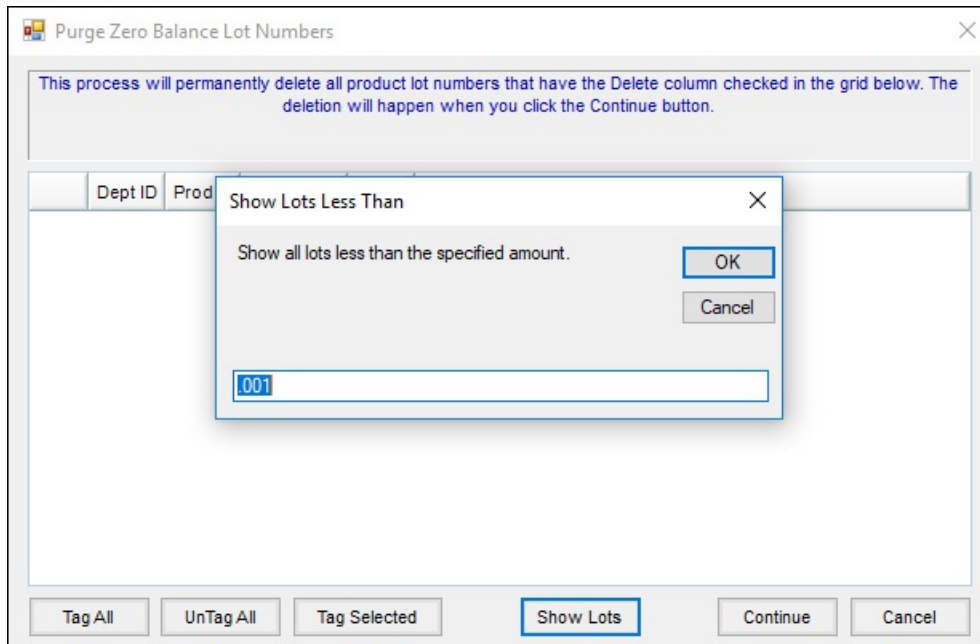
If the quantity is not zero, research the product's balance and do an inventory adjustment before deleting the Lot Number.

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.

Select the lots to delete and choose **Continue**. The Lot Numbers are then deleted.

Purge Zero Balance Lot Numbers

This process will permanently delete all product lot numbers that have the Delete column checked in the grid below. The deletion will happen when you click the Continue button.

	Dept ID	Prod ID	Lot Number	Delete	Balance
1	BeansM	DKB6...	2525ST1P1	<input type="checkbox"/>	-502.000
2	CornM	4596	SSI02111...	<input checked="" type="checkbox"/>	0.000
3	DryM	Amm...	12354621	<input type="checkbox"/>	-71000.000

Tag All UnTag All Tag Selected Show Lots Continue Cancel

Inventory Adjustments 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.