MEMBER BUSINESS FEEDING SOLUTIONS AMERICA



Item and Lot Expiration, Ship by and Consume by Date

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Purpose of this document

This document discusses how bank to track three different aging management values for an Item/ Lot combination.

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Purpose

Ceres allows the food bank to track three different aging management values for an Item/ Lot combination. They are, in reverse order:

Lot Expiration Date: The manufacturers/ distributers/ growers published Lot Expiration date.

Ship by Date: The date by which the food bank must distribute the inventory so the end consumer has time to obtain and use the food prior to the Consume by date.

Consume by Date: The date after which consuming the product is no longer safe. This is typically after the Lot Expiration date. Once this date is reached, the Inventory is no longer Available Inventory in Ceres.

Consume by Date and Lot Expiration date have been available in Ceres since its' initial release. The Ship by Date tracking is a new option.

The Ship by Date is setup and calculates in the same manner as the lot expiration date and lot consumed by date, it is informational only and does not factor into any other processes or calculations within Ceres.

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

Calculation of Lot Expiration, Ship by and Lot Consume by Date

Model calculations for the three dates above can be established on the Item card. Typically Ceres uses the model calculation to create a suggested Expiration, Ship by and Consume by date when a Lot is created. The receiver can override these suggested dates if needed.

The Expiration Date, Consume By Date, and Ship by Date calculation formulas are setup on the Item Card \rightarrow Item Tracking FastTab.

In each of the date calculation fields input a formula. Valid examples include

+1M = calculate out 1 month +25D = calculate out 25 days +1Y = calculate out 1 year

The formula will be applied and the dates calculated based on the type of transaction as outlined below.

Item Tracking

| - | | | | |
|------------------------------|-----------|-------------------------------------|------------|---|
| Lot Nos.: | I-LOT - | FBC Storage Requirement Code: | FROZEN | • |
| Expiration Calculation: | +3M | UNC Handling Requirement Code : | FROZEN | |
| Consume by Date Calculation: | +3M | FBC Product Classification: | BRE | • |
| Ship by Date Calculation: | +2M | Allocation Group No. : | 10569 | • |
| Lot No. Required: | | Permit Web Orders: | V | |
| Pallet No. Required: | | Product Image URL: | | |
| FBC Product Category Code: | DONATED - | UNC Product Category Code: | RETAILWHSL | |
| FBC Product Type Code: | BRE 👻 | UNC Product Type Code: | 4 | |
| FBC Package Type Code: | PACKAGE - | UNC Package Type Code: | PACKET | |
| | | UNC Storage Requirement Code: | FROZEN | |

Transactions that support the Expiration Calculation, Consume by Date Calculation, and Ship by Date Calculation fields are:

- 1. Donation Orders
- 2. Purchase Orders
- 3. Agency Orders
- 4. Item/BOM Journals
- 5. Lot Information Card
- 6. Item Ledgers
- 7. Available Quantity Calculation
- 8. WAP movements
- 9. Pick Generation/ Pick reports

Purchase or Donation Order

The Lot Expiration, Lot Consume by Date, and Ship by Date fields on the order are calculated based on the corresponding Date Calculation fields from the Item Card. and the Calculate Lot Dates Based On field from the Purchase & Payables Setup.

| General | | | | |
|---------------------------------|--------------|---|---------------------------------|----------------|
| Discount Posting: | No Discounts | • | Copy Comments Blanket to Order: | |
| Receipt on Invoice: | | | Copy Comments Order to Invoice: | |
| Return Shipment on Credit Memo: | | | Copy Comments Order to Receipt: | |
| Invoice Rounding: | | | Copy Cmts Ret.Ord. to Cr. Memo: | |
| Ext. Doc. No. Mandatory: | | | Copy Cmts Ret.Ord. to Ret.Shpt: | |
| Allow Tax Difference: | | | Exact Cost Reversing Mandatory: | |
| Calc. Inv. Discount: | | | Check Prepmt. when Posting: | |
| Calc. Inv. Disc. per VAT ID: | | | Archive Quotes and Orders: | |
| Appln. between Currencies: | None | - | Combine Special Orders Default: | Always Combine |
| Default Posting Date: | Work Date | - | Use Vendor's Tax Area Code: | |
| Default Qty. to Ship/Rcv.: | Remainder | - | Same Fund on Purch. Lines: | |
| | | | Reason Code Mandatory: | |
| Logo Position on Documents: | Left | | Calculate Lot Dates Based on: | Posting Date |
| Company Position on Documents: | Right | • | | Posting Date |

The Calculate Lot Dates Based On field has three options:

Posting Date - The Ship by Date is calculated based on the Posting Date.
Order Date - The Ship by Date is calculated based on the Order Date.
Expected Receipt Date - The Ship by Date is calculated based on the Expected Receipt Date.

The Ship by Date field is calculated on the order line once an item is selected; whereas the Lot Expiration Date and the Lot Consume by Date are calculated once the lot is assigned.

| Donation | Order | Subform |
|----------|-------|---------|
| Domation | 0.00 | |

| Туре | No. | Description | Description 2 | Location Code | Ship by Date | Lot Expiration Date | Lot Consume By Date |
|------|-------|-------------|-----------------|---------------|--------------|------------------------|------------------------|
| Item | 10569 | Tortillas | Wheat Tortillas | KAN | 1/16/2013 | 2/16/2013 | 5/16/2013 |
| Item | 17416 | Cereal | Tootie Fruities | KAN | 3/16/2013 | 5/16/2013 | 11/16/2013 |
| | | | | | | | |
| | | | | | | | |

Users can override the date fields manually or the date fields can be updated automatically when the Posting Date, Order Date, or Expected Receipt Date is changed. If the one of those dates is changed, the below message appears. Select Yes to recalculate the Lot Consume By, Expiration, and Ship by Dates, and No to leave the dates as is.

| Microsoft | Dynamics NAV |
|-----------|--|
| 1 | You have modified Posting Date. |
| | Do you want to recalculate all Lot Consume By, Expiration, and Ship By Dates? |
| | Yes No |

Donation Order Subform

| Туре | No. | Description | Description 2 | Location Code | Ship by Date | Lot Expiration Date | Lot Consume By Date |
|--------|-------|-------------|-----------------|---------------|--------------|------------------------|------------------------|
| Item 👻 | 10569 | Tortillas | Wheat Tortillas | KAN | 2/17/2013 | 3/17/2013 | 6/17/2013 |
| Item | 17416 | Cereal | Tootie Fruities | KAN | 4/17/2013 | 6/17/2013 | 12/17/2013 |

If the Ship by Date, Lot Expiration Date, or Lot Consume by Date fields are blank, a date of 12/31/9999 will be assigned and flow to the Lot when the order is posted. If not, whatever date is in each of the fields will flow.

Item Journal

Similar to the Purchase Order of Donation Order, the Ship by Date field is calculated on the journal line with an Entry Type of Positive Adjustment once an item is selected. The Lot Expiration Date and the Lot Consume by Date default to 12/31/9999 once the lot is assigned and do not recalculate.

| Bat | ch Name: XB | EGBAL | • | | | | | | | |
|-----|--------------|--------------|-----------------|----------|-------------|----------------|--------------|------------------------|------------------------|----------|
| | Posting Date | Entry Type | Document No. | Item No. | Description | Locati Code | Ship by Date | Lot Consume by Date | Lot Expiration Date | Quantity |
| | 11/15/2012 - | Positive Adj | IGJ-00137 | 10569 | Tortillas | KAN | 5/2/2012 | 12/31/9999 | 12/31/9999 | 50 |
| | | | | | | | | | | |

All three date fields can be updated manually. If the Ship by Date, Lot Expiration Date, or Lot Consume by Date fields are blank, a date of 12/31/9999 will be assigned and flow to the Lot when the order is posted. If not, whatever date is in each of the fields will flow.

| View - Lo | ots | | | | | | | | | | |
|--------------------------------------|------------------------|--------------|---|--|----------------------------------|--|---|----------------------------------|-----------------|---------------------------|-----|
| - но | ME ACTIONS N | AVIGATE | | | | | | | | | |
| New | Edit View Delete | Print | Lot | Show Show as | S OneNote | | nks Refresh | Clear Find | | | |
| | | Labels | Card | as List Chart | | | nks neiresii | Filter | | | |
| New | Manage | Pro | cess | View | Sho | w Attached | | Page | | | |
| ots • | | | | | | T | (ED) | | | | |
| ULS . | | | | | | Type to filt | ter (F3) Iter | m No. | | ▼ → | |
| .013 | | | | | | Type to filt | ter (F3) Iter | m No. | | ▼ → Filter: 10569 | ` |
| Item No. | Description | Blocked | Lot No. | Receive Date | Consume by Date | Expiration Date | | m No. Quantity on Hand | Test Quality | | ate |
| Item | | Blocked | | ▲ Date | | Expiration | Ship by | Quantity on | Test | Filter: 10569 Certific | ate |
| Item No. | · · · | | No. | Date 11/15/2012 | by Date | Expiration Date | Ship by Date | Quantity on Hand | Test | Filter: 10569 Certific | |
| Item No. <u>10569</u> | Tortillas | None | No. | Date 11/15/2012 5/7/2014 | by Date 6/2/2013 | Expiration Date 6/2/2013 | Ship by Date 5/2/2013 | Quantity on Hand 50 | Test | Filter: 10569 Certific | ate |
| Item No. <u>10569</u> 10569 | Tortillas Tortillas | None None | No. LOT-0026 LOT-0264 LOT-0265 | Date 11/15/2012 5/7/2014 | by Date 6/2/2013 11/7/2014 | Expiration Date 6/2/2013 8/7/2014 | Ship by Date 5/2/2013 7/7/2014 | Quantity on Hand 50 250 | Test | Filter: 10569 Certific | ate |

BOM Journal

Similar to the Item Journal, the Ship by Date field is calculated on the journal line with an Entry Type of Assembly once an item is selected. The Lot Expiration Date and the Lot Consume by Date default to 12/31/9999 once the lot is assigned and do not recalculate.

| atch | n Name: | DEFAULT | | • | | | | | | |
|------|-----------------|---------|---------------|-----------------|----------|---------------------------|------------------|-----------------|------------------------|------------------------|
| | Posting Date | Status | Entry Type | Document No. | Item No. | Description | Location Code | Ship by Date | Lot Consume by Date | Lot Expiration Date |
| 1 | 1/15/2012 | Bulk Co | Assembly | IBJ-00023 | KCF0001 | Kids Cafe August 2012 SLP | KAN | 4/15/2013 | 12/31/9999 | 12/31/9999 |
| | | | | | | | | | | |

All three date fields can be updated manually. If the Ship by Date, Lot Expiration Date, or Lot Consume by Date fields are blank, a date of 12/31/9999 will be assigned and flow to the Lot when the order is posted. If not, whatever date is in each of the fields will flow.

Agency Order

The Ship by Date field flows to the Agency Order Line once the Lot is assigned. The Lot Expiration Date and Lot Consume by Date fields do not. The Ship by Date field on the Agency Order Line is for information only and is not editable.

Lines

| Туре | No. | Description | Location Code | Ship by Date | Quantity | Unit of Measure Code |
|------|-------|-------------|---------------|--------------|----------|-------------------------|
| Item | 10569 | Tortillas | KAN | 6/16/2012 | 5 | CASE |
| | | | | | | |

Updating the Lot Expiration, Ship By and Consume by Date

The Lot Expiration Date, Ship by Date and Lot Consume by Date fields are editable and can be updated on the Lot Information Card at any time when the Lot is Open. From the Item Card, go to Navigate \rightarrow Lots. Find the Lot you want to update and then go to Home \rightarrow Lot Card and change the dates.

| General | | | | | | |
|---------------------|-----------|------|--------------------|------------|---|-----|
| Item No.: | 10569 | - | Consume by Date: | 6/2/2013 | - | |
| Variant Code: | ▼ | | Expiration Date: | 6/2/2013 | • | |
| Lot No.: | LOT-00261 | | Ship by Date: | 5/2/2013 | • | |
| Description: | Tortillas | | Receive Date: | 11/15/2012 | • | |
| Maximum Quantity: | | 0.00 | Unit Cost: | | | 0.0 |
| Test Quality: | | • | Total Cost: | | | 0.0 |
| Certificate Number: | | | Unit Value: | | | 0.0 |
| Blocked: | None | • | Total Value: | | | 0.0 |
| GTIN Code: | | • | Unit Gross Weight: | | | 1 |
| GTIN Version No.: | 0 | | Ext. Gross Weight: | | | 6 |

10569 · LOT-00261 · Tortillas

Lot Expiration Report

The Lot Expiration Report was updated to include the Ship by Date. The report is a listing of Lots by Item. The report can be used to see when product is expiring and needs to be shipped by. An Expiration Date must be entered to run the report. You can also filter by Ship by Date or Consume by Date. The Lot Expiration Report can be accessed from Departments \rightarrow Warehouse \rightarrow Inventory \rightarrow Reports \rightarrow Lot Expiration.

| Edit - Lot Expiration | - • × |
|--|-------------|
| ACTIONS | 0 |
| Clear Filter Page | |
| Lot No. Information | * |
| Show results: | |
| X Where Expiration Date is 08/01/1408/31/14 | |
| X And Lot No. ▼ is Enter a value. | |
| X And Consume by Date ▼ is Enter a value. | |
| X And Ship by Date ▼ is Enter a value. | |
| + Add Filter | |
| Limit totals to: | |
| + Add Filter | |
| Print • Pre | view Cancel |

Below is an excerpt of the report.

| Lot Expiration Report | 8/14/2014 8:09 AM |
|-----------------------|-------------------|
| Finance Company | Page 1 |
| | KJK |

Expiration Date: 08/01/14..08/31/14

| | | | Last Receipt | Expiration | Consume By | 1 | Remaining | Remaining |
|------------|----------|---------------|--------------|------------|------------|--------------|-----------|-----------|
| Lot No. | ltem No. | Description | Date | Date | Date | Ship By Date | Qty. | Lbs. |
| L-1301-001 | 25007C | Onions | 7/15/2014 | 8/15/2014 | 8/22/2014 | 8/4/2014 | 10 | 500 |
| | | | | | | | | |
| L-1301-002 | 25006C | Okra | 7/15/2014 | 8/5/2014 | 8/7/2014 | 7/30/2014 | 10 | 100 |
| L-1301-003 | 25006C | Okra | 8/6/2014 | 8/27/2014 | 8/29/2014 | 8/21/2014 | 25 | 250 |
| LOT-02647 | 10569 | Tortillas | 5/7/2014 | 8/7/2014 | 11/7/2014 | 7/7/2014 | 250 | 3,250 |
| LOT-02656 | 10569 | Tortillas | 5/7/2014 | 8/7/2014 | 11/7/2014 | 7/7/2014 | 400 | 5,200 |
| LOT-419068 | 6S411 | Peaches Cling | 3/16/2012 | 8/2/2014 | 8/2/2014 | 5/2/2014 | 81 | 1,822.5 |
| | | | | | | | | |

Related Topics:

- 1. Agency Order Overview
- 2. Donation Order Overview
- 3. Item Overview
- 4. Item Journal Adjust Quantities
- 5. Purchase Order Overview
- 6. Warehouse Lots and Pallets