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 → 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.
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.
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.

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 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.

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.
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.

**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.

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.
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 → Lots. Find the Lot you want to update and then go to Home → Lot Card and change the dates.

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 → Warehouse → Inventory → Reports → Lot Expiration.
Below is an excerpt of the report.

Lot Expiration Report
Finance Company
Expiration Date: 08/01/14 - 08/31/14

<table>
<thead>
<tr>
<th>Lot No.</th>
<th>Item No.</th>
<th>Description</th>
<th>Last Receipt Date</th>
<th>Expiration Date</th>
<th>Consume By Date</th>
<th>Ship By Date</th>
<th>Remaining Qty.</th>
<th>Remaining Lbs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOT-026-07</td>
<td>10569</td>
<td>Tortillas</td>
<td>5/7/2014</td>
<td>8/7/2014</td>
<td>11/7/2014</td>
<td>7/7/2014</td>
<td>250</td>
<td>3,250</td>
</tr>
<tr>
<td>LOT-026-06</td>
<td>10969</td>
<td>Tortillas</td>
<td>5/7/2014</td>
<td>8/7/2014</td>
<td>11/7/2014</td>
<td>7/7/2014</td>
<td>400</td>
<td>5,200</td>
</tr>
<tr>
<td>LOT-419068</td>
<td>65411</td>
<td>Peaches Cling</td>
<td>3/10/2012</td>
<td>8/2/2014</td>
<td>5/2/2014</td>
<td>5/2/2014</td>
<td>61</td>
<td>1.822.5</td>
</tr>
</tbody>
</table>

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