



### Amending Batch or Serial Numbers on Sales Orders

If i.e., a picking note has been generated and the Serial (1)/Batch Numbers (2) that have been allocated require changing this can be done on the order if required.

**Apex IT - For more information visit [www.apexit.co.uk](http://www.apexit.co.uk)**

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**Order Picking Ticket**  
**SO-005055**

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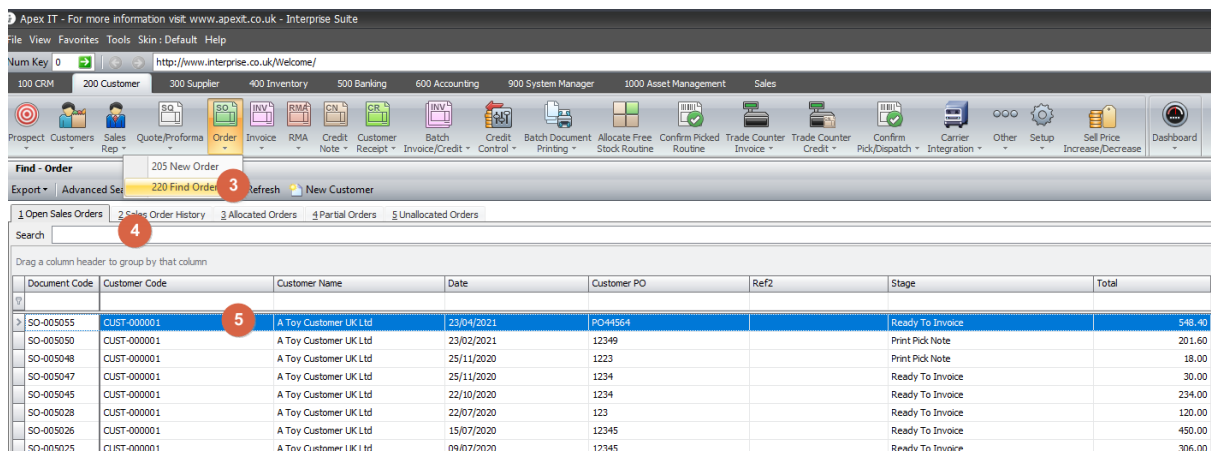
| CUSTOMER  |            | SHIP TO   |                                  |
|---|------------|---|----------------------------------|
| A Toy Customer UK Ltd<br>845 Evergreen Terrace<br>Eastham Road<br>Manchester<br>Greater Manchester M54 5TG<br>United Kingdom<br>0870 555 3200<br>12345678 |            | A Toy Customer UK Ltd<br>845 Evergreen Terrace<br>Eastham Road<br>Manchester<br>Greater Manchester M54 5TG<br>United Kingdom<br>0870 555 3200<br>12345678 |                                  |
| <b>SO Date</b>  | 23/04/2021 | <b>PO Code</b>  | PO44564                          |
| <b>Due Date</b>   | 23/04/2021 | <b>Payment Term</b>   | Terms 30 Days from Document Date |
|   |            | <b>Shipping Method</b>  | Next Day Delivery - UK           |

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**Warehouse** MAIN


| Item Name   | Item Description     | Qty Ordered | Qty To Pick UM | Location   | Qty Picked |
|-------------|----------------------|-------------|----------------|------------|------------|
| MONITOR40LC | 40" HD Monitor       | 2.00        |                |            |            |
| Serial No.  | 000015644 <b>1</b>   |             | 1.00 EACH      | Location 1 |            |
| Serial No.  | 000015645            |             | 1.00 EACH      | Location 1 |            |
| <hr/>       |                      |             |                |            |            |
| CHEM        | Chemicals            | 10.00       |                |            |            |
| Batch No.   | 001-003-005 <b>2</b> |             | 10.00 EACH     | Location 1 |            |

Customer – Order – Find Order (3) and either search for the Order number (4) or Double click on the required order (5)





## Amending Batch or Serial Numbers on Sales Orders

Once the order has opened Press F3 on the keyboard to open the Batches windows or highlight an item on the order (6) and select the Batches button (7) 

Ready

There are three sections two the batches window. The top section will show two tabs Items & Kits (8) and the bottom section (9) will show the Batches/Serial numbers. The tick box which says Has Batch/Serial is ticked in this example. This is because both items have the Batch/Serial numbers fully allocated.



## Amending Batch or Serial Numbers on Sales Orders

In this first example the item is a Stock item with Serial Number so appears in the Item Tab.

To change the Serial numbers for the Monitor, select the required item MONITOR40LC (10)  
This will then display the Serial numbers that are allocated & that were printing on the picking note. In this example we will remove Serial No 000015644 (11) and will swap it to 000015647

The screenshot shows the 'Batch/Serial/Location Configurator' window. The 'Items' tab is active, displaying a table with columns: Has Batch/Serial, Name, Quantity, UOM, Traceability, and Warehouse. The 'MONITOR40LC' item is selected and highlighted in blue, with a red circle '10' next to its name. Below this, the 'Batch/Serial' section shows a table with columns: Batch/Serial No., DocumentCode, Use By Date, Cost, Batch UOM, Notes, Free Qty, Warehouse, Bin Number, and Qty Sold This Time. The table contains two rows: one for '000015644' (highlighted in blue with a red circle '11') and one for '000015645'. The 'Allocated Qty' is 2, 'Assigned Qty' is 2, and 'Unassigned Qty' is 0.

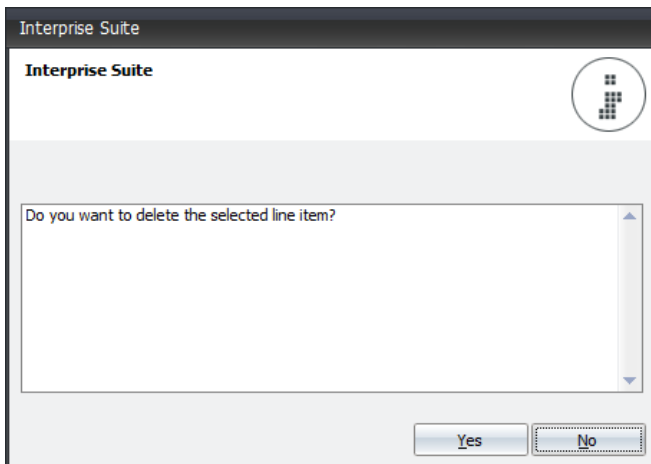
Right Click on the Serial number to be removed (12) and select 'Delete Selected'

This screenshot is similar to the previous one, but a context menu is open over the '000015644' row in the 'Batch/Serial' table. The menu has two options: 'Delete Selected' (with a red circle '12' next to it) and 'Delete All'. The '000015644' row is highlighted in blue.

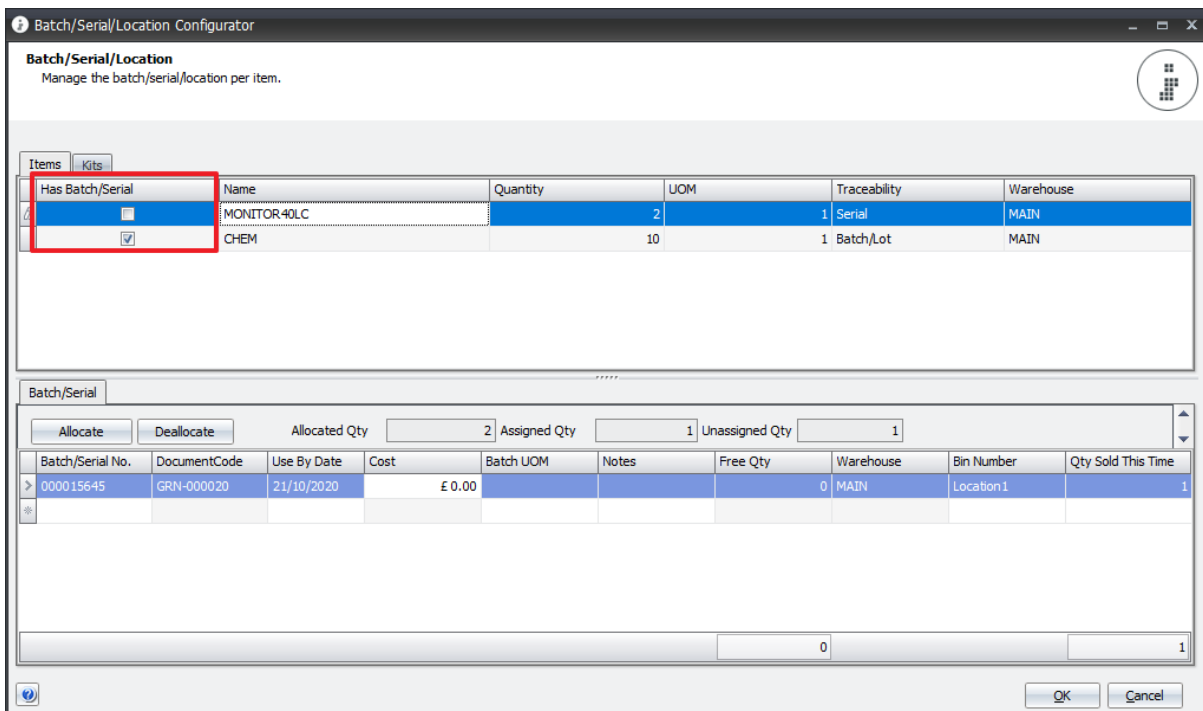


## Amending Batch or Serial Numbers on Sales Orders

Select 'yes' when prompted.

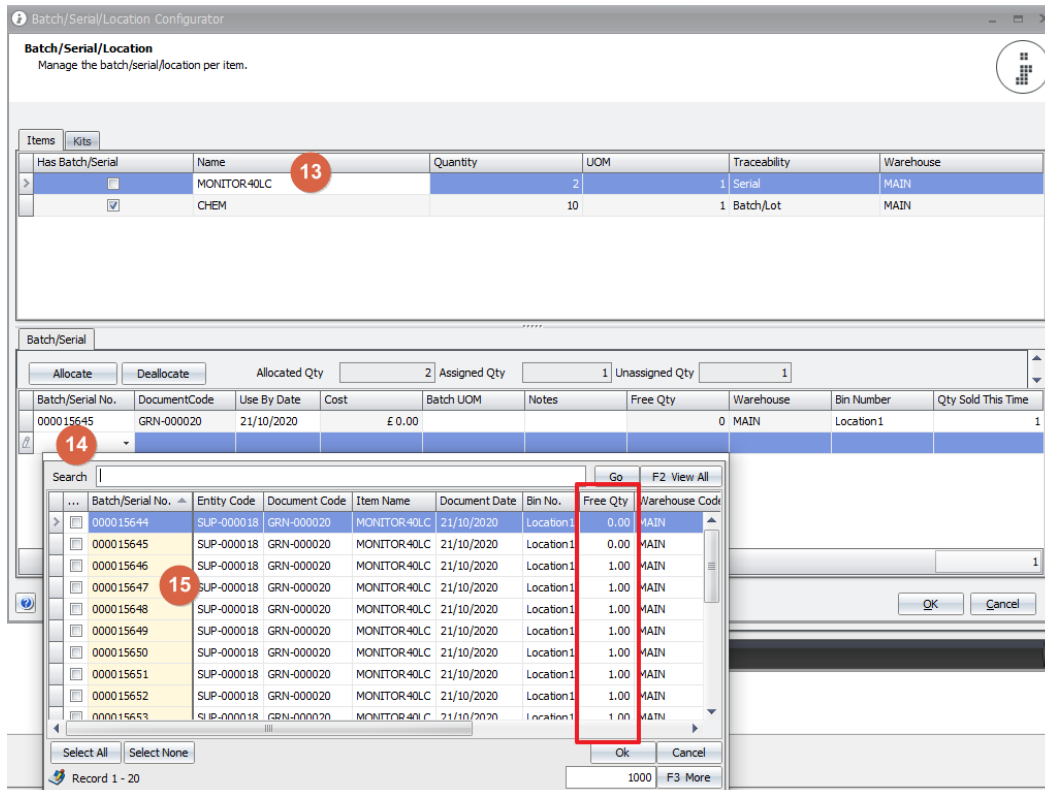


Against the Monitor now there is only 1 Serial number currently allocated and the Has Batch/Serial for this item is unticked. This should highlight that another Serial number needs allocating.



## Amending Batch or Serial Numbers on Sales Orders

To allocate the new Serial number make sure the correct item is highlighted (13) and then in the bottom section, select the empty Batch/Serial No. field (14) and either click on the drop down or scan/type the serial number in. If selecting from a drop down, double clicking the Serial No. will add it in (15). The Free Qty of the Serial number can be seen here too, this does not update until the Batch/Serial window has been closed & reopened (F3)



**Batch/Serial/Location Configurator**  
Manage the batch/serial/location per item.

| Has Batch/Serial                    | Name         | Quantity | UOM | Traceability | Warehouse |
|-------------------------------------|--------------|----------|-----|--------------|-----------|
| <input type="checkbox"/>            | MONITOR 40LC | 2        |     | 1 Serial     | MAIN      |
| <input checked="" type="checkbox"/> | CHEM         | 10       |     | 1 Batch/Lot  | MAIN      |

Batch/Serial

Allocate Deallocate Allocated Qty: 2 Assigned Qty: 1 Unassigned Qty: 1

| Batch/Serial No. | DocumentCode | Use By Date | Cost   | Batch UOM | Notes | Free Qty | Warehouse | Bin Number | Qty Sold This Time |
|------------------|--------------|-------------|--------|-----------|-------|----------|-----------|------------|--------------------|
| 000015645        | GRN-000020   | 21/10/2020  | £ 0.00 |           |       | 0        | MAIN      | Location1  | 1                  |

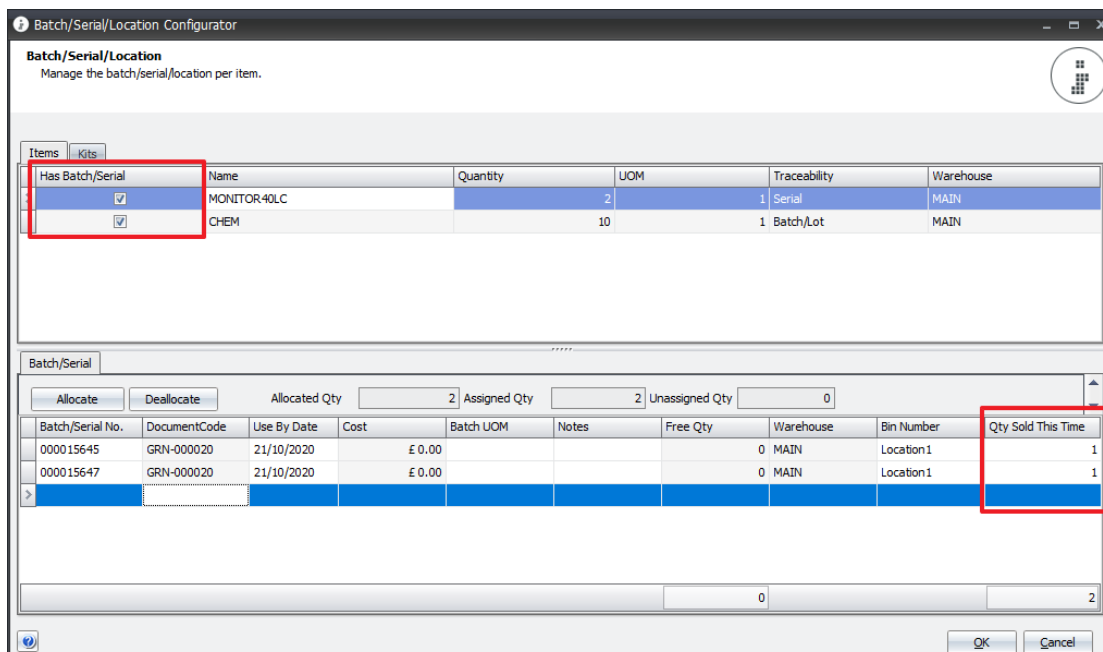
Search: [ ] Go F2 View All

| Batch/Serial No. | Entity Code | Document Code | Item Name    | Document Date | Bin No.   | Free Qty | Warehouse Code |
|------------------|-------------|---------------|--------------|---------------|-----------|----------|----------------|
| 000015644        | SUP-000018  | GRN-000020    | MONITOR 40LC | 21/10/2020    | Location1 | 0.00     | MAIN           |
| 000015645        | SUP-000018  | GRN-000020    | MONITOR 40LC | 21/10/2020    | Location1 | 0.00     | MAIN           |
| 000015646        | SUP-000018  | GRN-000020    | MONITOR 40LC | 21/10/2020    | Location1 | 1.00     | MAIN           |
| 000015647        | SUP-000018  | GRN-000020    | MONITOR 40LC | 21/10/2020    | Location1 | 1.00     | MAIN           |
| 000015648        | SUP-000018  | GRN-000020    | MONITOR 40LC | 21/10/2020    | Location1 | 1.00     | MAIN           |
| 000015649        | SUP-000018  | GRN-000020    | MONITOR 40LC | 21/10/2020    | Location1 | 1.00     | MAIN           |
| 000015650        | SUP-000018  | GRN-000020    | MONITOR 40LC | 21/10/2020    | Location1 | 1.00     | MAIN           |
| 000015651        | SUP-000018  | GRN-000020    | MONITOR 40LC | 21/10/2020    | Location1 | 1.00     | MAIN           |
| 000015652        | SUP-000018  | GRN-000020    | MONITOR 40LC | 21/10/2020    | Location1 | 1.00     | MAIN           |
| 000015653        | SUP-000018  | GRN-000020    | MONITOR 40LC | 21/10/2020    | Location1 | 1.00     | MAIN           |

Select All Select None OK Cancel

Record 1 - 20 1000 F3 More

Once the new Serial number has been selected, the Has Batch/Serial should be ticked if everything is allocated. NB. Serial numbers can only ever have 1 so the Qty Sold this time will default to 1.



**Batch/Serial/Location Configurator**  
Manage the batch/serial/location per item.

| Has Batch/Serial                    | Name         | Quantity | UOM | Traceability | Warehouse |
|-------------------------------------|--------------|----------|-----|--------------|-----------|
| <input checked="" type="checkbox"/> | MONITOR 40LC | 2        |     | 1 Serial     | MAIN      |
| <input checked="" type="checkbox"/> | CHEM         | 10       |     | 1 Batch/Lot  | MAIN      |

Batch/Serial

Allocate Deallocate Allocated Qty: 2 Assigned Qty: 2 Unassigned Qty: 0

| Batch/Serial No. | DocumentCode | Use By Date | Cost   | Batch UOM | Notes | Free Qty | Warehouse | Bin Number | Qty Sold This Time |
|------------------|--------------|-------------|--------|-----------|-------|----------|-----------|------------|--------------------|
| 000015645        | GRN-000020   | 21/10/2020  | £ 0.00 |           |       | 0        | MAIN      | Location1  | 1                  |
| 000015647        | GRN-000020   | 21/10/2020  | £ 0.00 |           |       | 0        | MAIN      | Location1  | 1                  |

OK Cancel



## Amending Batch or Serial Numbers on Sales Orders

In the second example the item is a Stock item with Batch Number so appears in the Item Tab.

To change the Batch numbers, select the required item CHEM (16) This will then display the Batch numbers that are allocated & that were printing on the picking note. In this example we need 5 from Batch 001-003-005 and 5 from Batch 002-004-006

As it is a batch number there can be more than 1 qty against the batch. Against the relevant batch reduce the Qty Sold This Time (17) from Qty 10 down to 5

The screenshot shows the 'Batch/Serial/Location Configurator' window. The 'Items' tab is active, displaying a table with columns: Has Batch/Serial, Name, Quantity, UOM, Traceability, and Warehouse. The 'CHEM' item is selected, highlighted with a red circle labeled '16'. Below this, the 'Batch/Serial' section shows a table with columns: Batch/Serial No., DocumentCode, Use By Date, Cost, Batch UOM, Notes, Free Qty, Warehouse, Bin Number, and Qty Sold This Time. The row for '001-003-005' is selected, highlighted with a red circle labeled '17'. The 'Allocated Qty' is 10, 'Assigned Qty' is 10, and 'Unassigned Qty' is 0.

This will show that the Batch is not fully allocated again and more is required. NB. As in the previous example if the full batch is not required it can be deleted in the same way.

The screenshot shows the 'Batch/Serial/Location Configurator' window. The 'Items' tab is active, displaying a table with columns: Has Batch/Serial, Name, Quantity, UOM, Traceability, and Warehouse. The 'CHEM' item is selected, highlighted with a red box. Below this, the 'Batch/Serial' section shows a table with columns: Batch/Serial No., DocumentCode, Use By Date, Cost, Batch UOM, Notes, Free Qty, Warehouse, Bin Number, and Qty Sold This Time. The row for '001-003-005' is selected, highlighted with a red box. The 'Allocated Qty' is 10, 'Assigned Qty' is 5, and 'Unassigned Qty' is 5. The 'Qty Sold This Time' for the selected batch is 5, highlighted with a red box.



## Amending Batch or Serial Numbers on Sales Orders

To allocate the new Batch number make sure the correct items is highlighted (18) and then in the bottom section, select the empty Batch/Serial No. field (19) and either click on the drop down or scan/type the batch number in. If selecting from a drop down, double clicking the Batch No. will add it in (20). The Free Qty of the Batch number can be seen here too, this does not update until the Batch/Serial window has been closed & reopened (F3)

The screenshot shows the 'Batch/Serial/Location Configurator' window. The 'Items' tab is active, displaying a table with columns: Has Batch/Serial, Name, Quantity, UOM, Traceability, and Warehouse. The row for 'CHEM' is highlighted in blue and marked with a red circle '18'. Below this, the 'Batch/Serial' section shows a table with columns: Batch/Serial No., Document Code, Use By Date, Cost, Batch UOM, Notes, Free Qty, Warehouse, Bin Number, and Qty Sold This Time. The row for '001-003-005' is highlighted and marked with a red circle '19'. A search window is open over this table, showing a list of items with columns: Batch/Serial No., Entity Code, Document Code, Item Name, Document Date, Bin No., Free Qty, and Warehouse Code. The row for '002-004-006' is highlighted and marked with a red circle '20', and its 'Free Qty' of 30.00 is highlighted with a red box.

Once the new Batch number has been selected, the Has Batch/Serial should be ticked if everything is allocated. 5 were outstanding, as the new Batch is added it will automatically allocate 5. This can be amended as required and more batches added if needed.

The screenshot shows the 'Batch/Serial/Location Configurator' window after the new batch has been added. The 'Items' tab is active, and the 'Has Batch/Serial' checkbox is now checked for the 'CHEM' item, highlighted with a red box. The 'Batch/Serial' section shows the table with columns: Batch/Serial No., Document Code, Use By Date, Cost, Batch UOM, Notes, Free Qty, Warehouse, Bin Number, and Qty Sold This Time. The row for '002-004-006' is highlighted in blue, and its 'Qty Sold This Time' of 5 is highlighted with a red box. The 'Free Qty' for this row is 25. The total 'Free Qty' at the bottom of the table is 40, and the total 'Qty Sold This Time' is 10.



## Amending Batch or Serial Numbers on Sales Orders

Once all items have all the Batch/Serial numbers allocated, either press F3 to close the window or select OK (21)

| Has Batch/Serial                    | Name        | Quantity | UOM | Traceability | Warehouse |
|-------------------------------------|-------------|----------|-----|--------------|-----------|
| <input checked="" type="checkbox"/> | MONITOR40LC | 2        |     | 1 Serial     | MAIN      |
| <input checked="" type="checkbox"/> | CHEM        | 10       |     | 1 Batch/Lot  | MAIN      |

| Batch/Serial No. | DocumentCode | Use By Date | Cost    | Batch UOM | Notes | Free Qty | Warehouse | Bin Number | Qty Sold This Time |
|------------------|--------------|-------------|---------|-----------|-------|----------|-----------|------------|--------------------|
| 001-003-005      | ADJIN-000036 | 23/04/2021  | £ 10.00 |           |       |          | 15 MAIN   | Location1  | 5                  |
| 002-004-006      | ADJIN-000037 | 23/04/2021  | £ 10.00 |           |       |          | 25 MAIN   | Location1  | 5                  |

If Batch or Serial numbers have been missed then the following message will show on closing of the batches window. They will need reviewing in the batch window again.

**Batch/Serial/Location Configurator**  
You still have pending batch/serial allocations....  
[Click here for details.](#)  
Interprise Suite



## Amending Batch or Serial Numbers on Sales Orders

If the Item is a kit, this works in exactly the same way, the Kit Tab shows the components

Batch/Serial/Location Configurator

**Batch/Serial/Location**  
Manage the batch/serial/location per item.

Items Kits

| Has Batch/Serial                    | Name        | Quantity | UOM | Traceability   | Warehouse | Line No. |
|-------------------------------------|-------------|----------|-----|----------------|-----------|----------|
| Kit: 1 - COMP                       |             |          |     |                |           |          |
| <input checked="" type="checkbox"/> | MONITOR40LC | 1        | 1   | Serial         | MAIN      | -1       |
| <input checked="" type="checkbox"/> | CPU3000Z    | 1        | 1   | Not Applicable | MAIN      | -2       |

Batch/Serial

Allocate Deallocate Allocated Qty 1 Assigned Qty 1 Unassigned Qty 0

| Batch/Serial No. | DocumentCode | Use By Date | Cost    | Batch UOM | Notes | Free Qty | Warehouse | Bin Number | Qty Sold This Time |
|------------------|--------------|-------------|---------|-----------|-------|----------|-----------|------------|--------------------|
| 000015661        | GRN-000020   | 21/10/2020  | £ 60.25 |           |       | 0        | MAIN      | Location1  | 1                  |

0 1

OK Cancel