



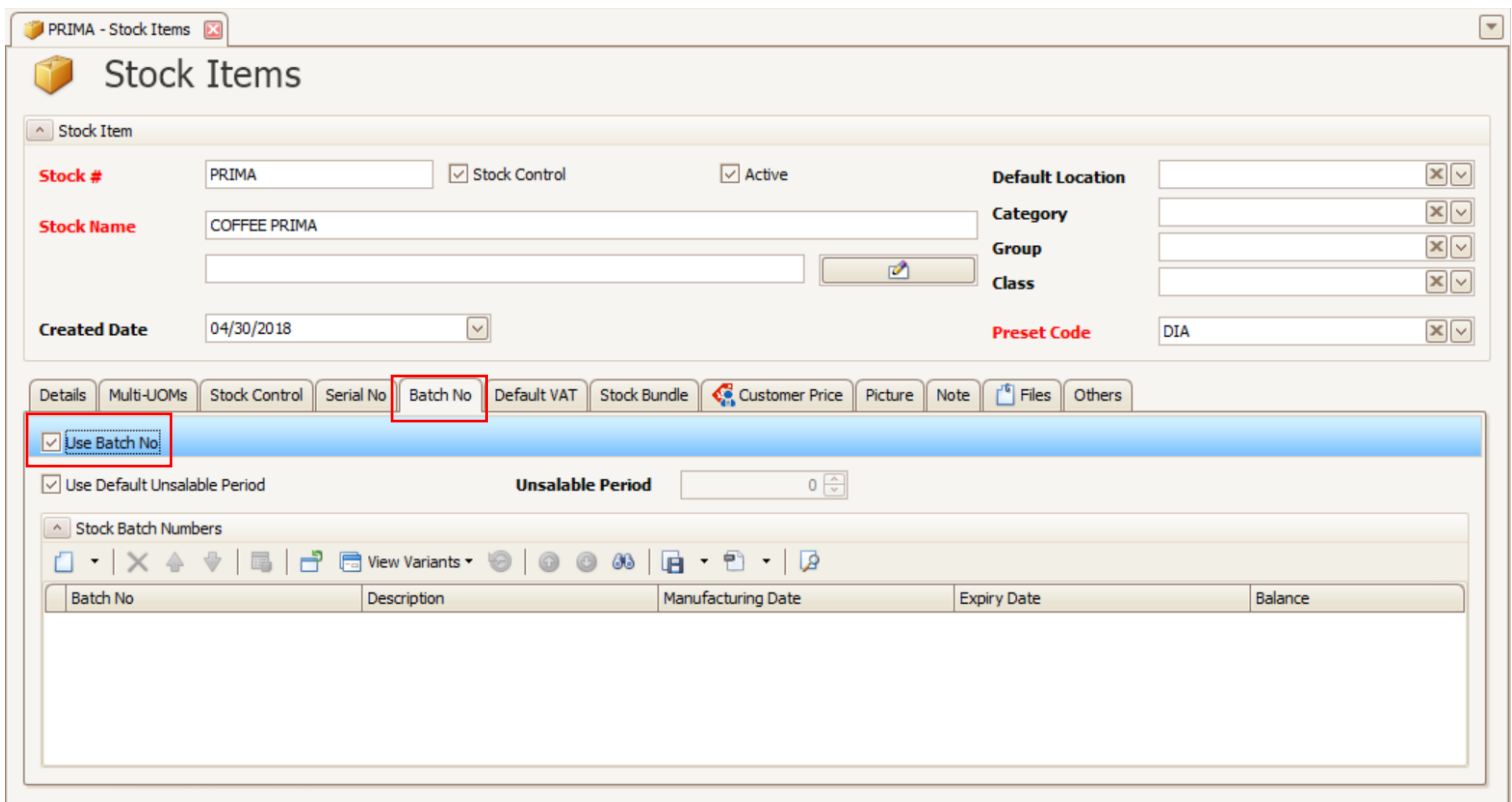
## HOW TO USE BATCH NO

Batch No. is widely used in a business type that has a manufacturing process. It can be used to identify the quantity of each item that has been produced within a specified time period. It can be used also to identify the items quality in to date.

**Note:** This feature is only available to an OPTIMUM ACE package only. For more information, please contact QNE Support.

In the Stock Item maintenance, go the Batch No. Tab.

There is an option to Use Batch No. Tick check so the item will work with Batch Number.



PRIMA - Stock Items

### Stock Items

Stock Item

Stock #  ☒ Stock Control ☒ Active Default Location

Stock Name   Category

Group

Class

Created Date  Preset Code

Details Multi-UOMs Stock Control Serial No **Batch No** Default VAT Stock Bundle Customer Price Picture Note Files Others

☒ Use Batch No

☒ Use Default Unsalable Period Unsalable Period

Stock Batch Numbers

Batch No	Description	Manufacturing Date	Expiry Date	Balance
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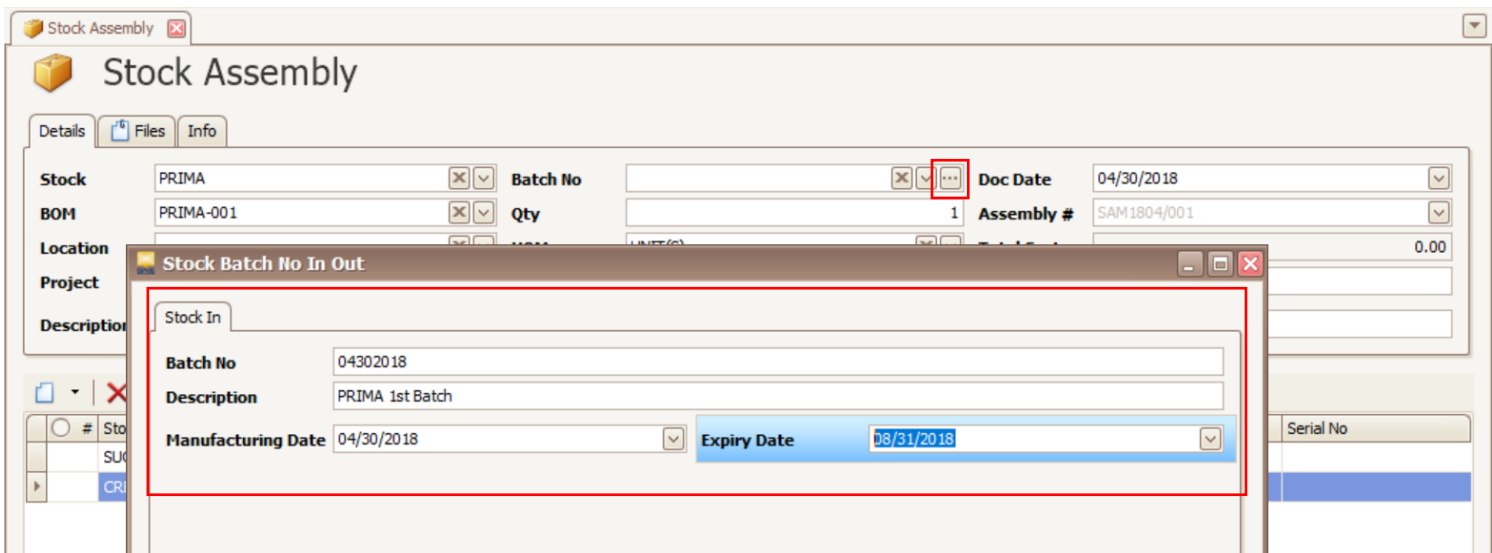
One form in QNE Optimum that can use to produce an Item from another Item is the Stock Assembly.

**Note:** Please create Bill of Material first before creating Stock Assembly.

Select the Item with Batch Number and has a Bill of Material. Once done, in the Batch No. field, click the triple dot button.

A Stock Batch No In Out form will appear that allows you to input the necessary details for this particular transaction.

Input the Batch No, the manufacturing date and expiry date.



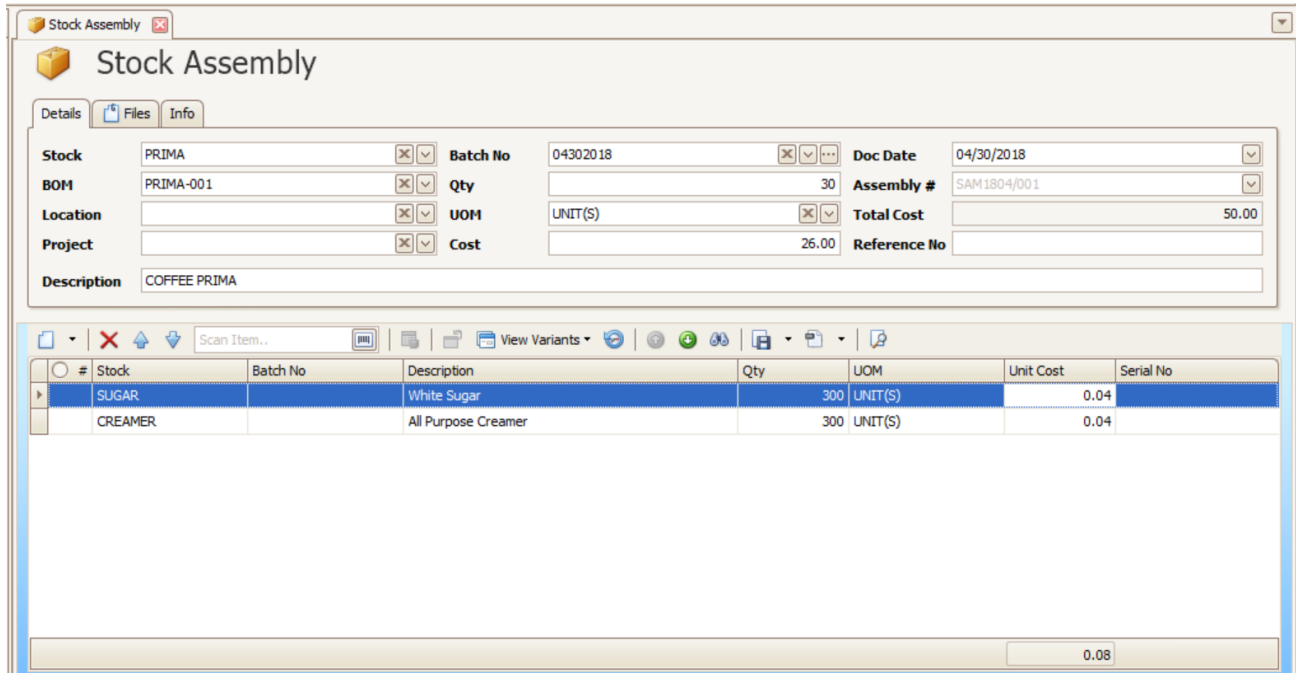
The screenshot shows the 'Stock Assembly' form in QNE Optimum. The 'Batch No' field is highlighted with a red box, and a 'Stock Batch No In Out' dialog box is open over it. The dialog box contains the following fields:

- Batch No: 04302018
- Description: PRIMA 1st Batch
- Manufacturing Date: 04/30/2018
- Expiry Date: 08/31/2018

The background form shows the 'Stock Assembly' form with fields for Stock, BOM, Location, Project, and Description. The 'Batch No' field is currently empty, and the 'Expiry Date' field is highlighted in blue.

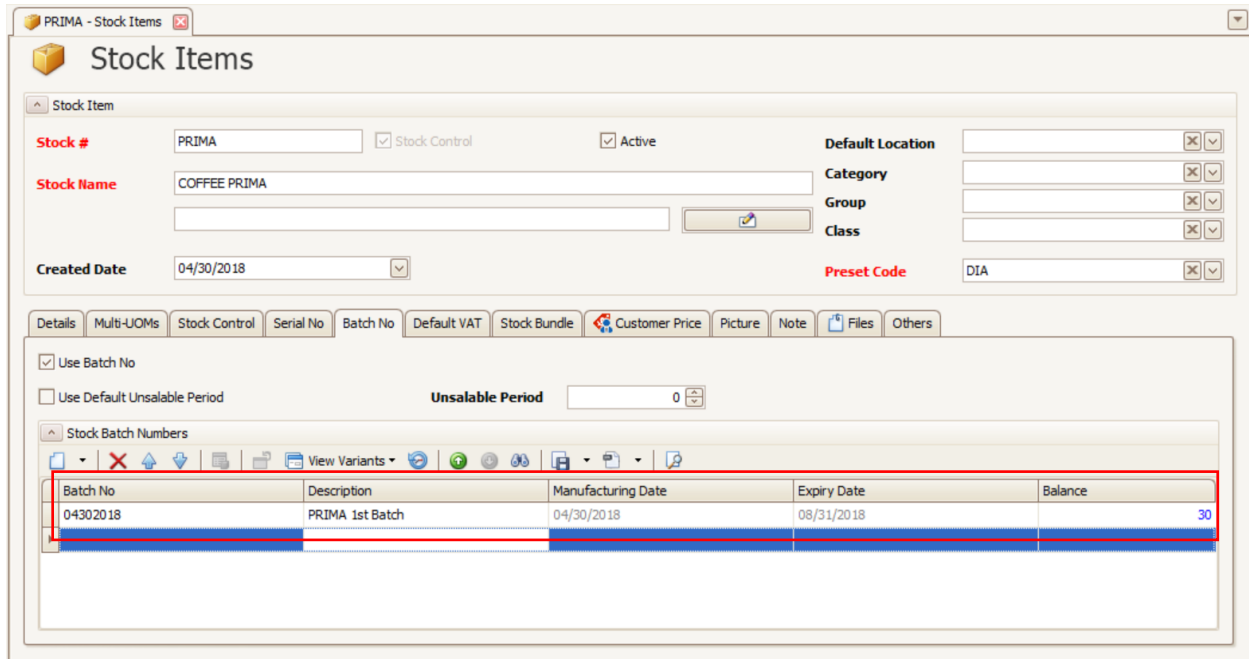
Once done, click ok and transact the item.

You can input other details to the transaction such as total cost.



#	Stock	Batch No	Description	Qty	UOM	Unit Cost	Serial No
1	SUGAR		White Sugar	300	UNIT(S)	0.04	
2	CREAMER		All Purpose Creamer	300	UNIT(S)	0.04	

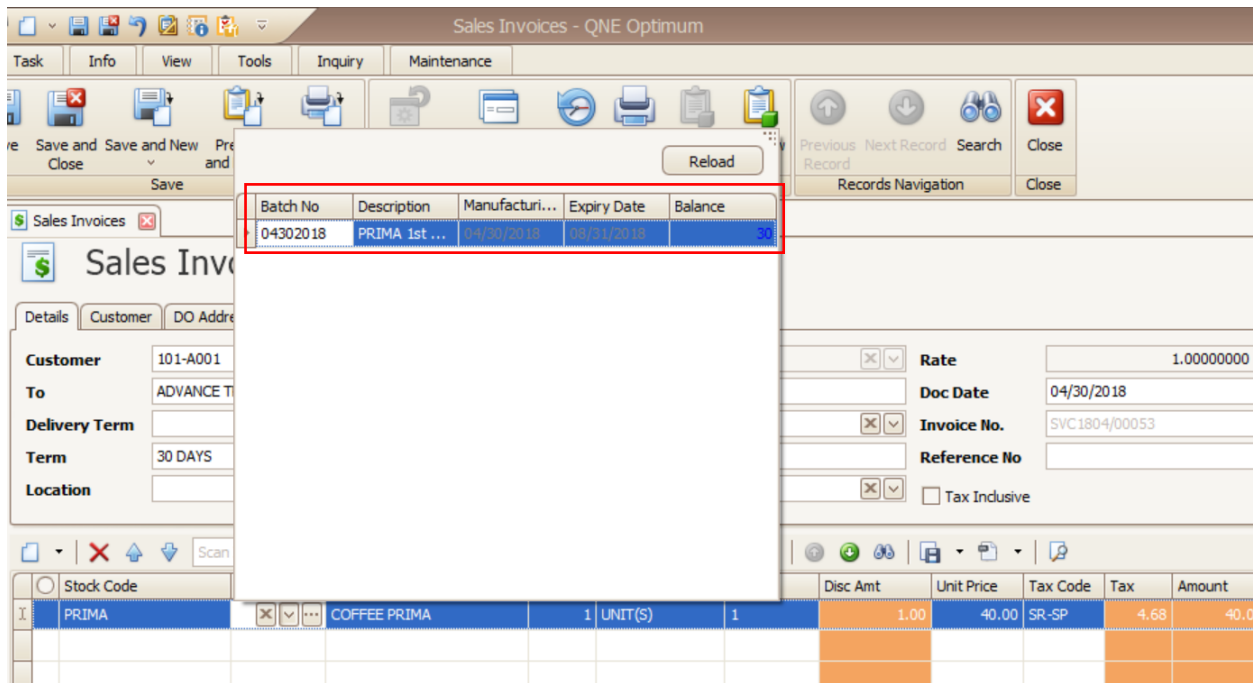
Go back to the Stock Item maintenance and check the details of the batch no for the item.



Batch No	Description	Manufacturing Date	Expiry Date	Balance
04302018	PRIMA 1st Batch	04/30/2018	08/31/2018	30

As shown on the above sample, there is an available balance for the batch no created.

When you do sales transaction, you can also select the batch number for the item. It will show you the actual details of the batch no such as the manufacturing and expiration date and the remaining balance.



The screenshot displays the 'Sales Invoices - QNE Optimum' window. A table is highlighted with a red border, showing batch details:

Batch No	Description	Manufacturi...	Expiry Date	Balance
04302018	PRIMA 1st ...	04/30/2018	08/31/2018	30

Below the table, the 'Sales Invoice' form is visible, showing customer details (101-A001), delivery term (30 DAYS), and a list of items. The first item is 'PRIMA' (COFFEE PRIMA) with a unit price of 40.00 and a tax amount of 4.68.

You can create multiple batch number to an item.