

# lotFLEX™

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*The Lot Tracking Solution for BusinessVision® Users*

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# lotFLEX™ Overview

Welcome to *lotFLEX* for BusinessVision® - the effective way to track multiple lots, locations and expiry dates.

## Product Features

- Simple, easy-to-use interface
- From Inventory Receiving through Order Entry, track lot, location and expiry date details for each inventory item
- Complete audit trail for every transaction
- Lot Tracking and Lot Inventory Status reports
- Create custom reports using Crystal Report Writer
- Easy installation and set-up, no additional programs or drivers required
- Full support for multi-user environments (priced per workstation).

## System Requirements

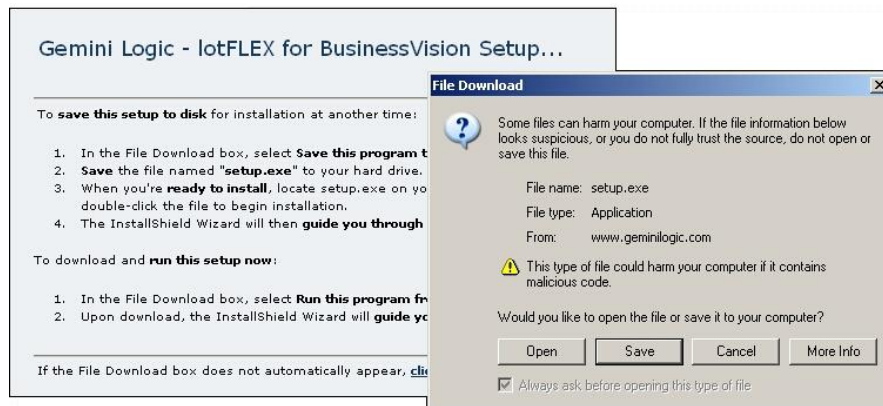
- BusinessVision 32 Limited, Small Business, Standard or Client-Server SQL Edition, Version 6.xx
- Windows 98/2000/XP
- 15 MB of free disk space

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[www.geminilogic.com](http://www.geminilogic.com).

# Installation and Registration

## Installing lotFLEX

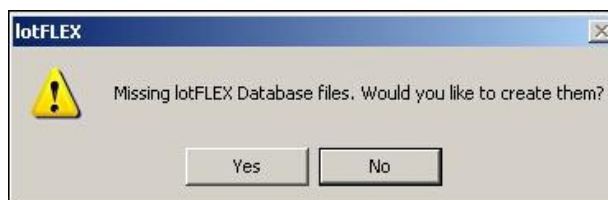
The lotFLEX program is available for download at [www.geminilogic.com](http://www.geminilogic.com).



Save the application to your workstation, then run the lotFLEX setup program (setup.exe). The lotFLEX files will be installed in Program Files\geminilogic\lotflex\lotflex.

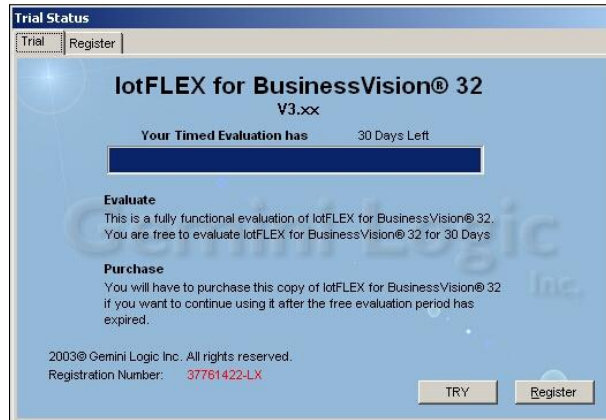
## Signing onto lotFLEX and Registering Your Product

Initially, lotFLEX can be run in "trial" mode for a period of thirty days. To launch lotFLEX, go to *Start - Program - flexTOOLS - lotFLEX*, or click the *lotFLEX* shortcut icon on your Desktop. You will be presented with the BusinessVision Company Selection List. Select the company in which you wish to use lotFLEX. At the message prompt, click *Yes* to create the required lotFLEX Database files.



Note: If you are running multiple companies, you will be presented with this same message prompt the first time you sign on to each company in which you wish to use lotFLEX.

Click *Try* to continuing using lotFLEX in trial mode.



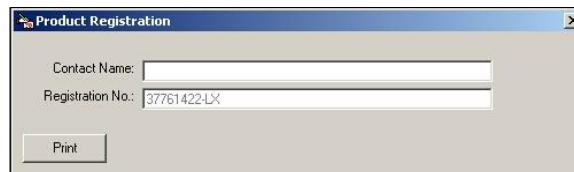
You will be presented with a logon dialog box:



Enter your BusinessVision User ID and Password, then click *OK*. You will now be at the lotFLEX main screen.

## Purchasing lotFLEX

Once you decide to purchase lotFLEX, select *Registration* from the lotFLEX Help menu. Enter the contact name, then click *Print* to print the Product Registration Form. The completed form should be faxed to Gemini Logic at 905.625.9644. An Unlock Code will be sent to you within 24 hours.



## Entering the Unlock Code

The next time you logon to lotFLEX, enter the Unlock Code on the *Register* tab to permanently license your product.

**Trial Status**

Trial Register

Gemini Logic Inc.  
Website : www.geminilogic.com  
Tel : (416) 259-6279  
E-mail : info@geminilogic.com

Registration Number:  
37761422-LX

UnLock Code:

UserName:

Company:

OK  
Cancel

Note: lotFLEX is sold on a per workstation basis.

# lotFLEX Functions

## Setting up lotFLEX

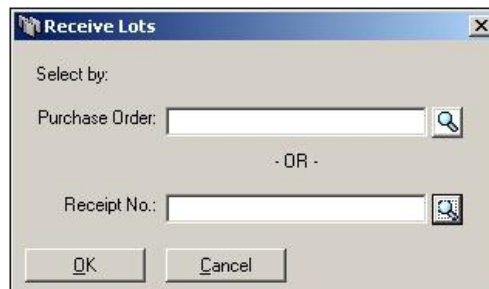
The lotFLEX Main Menu provides access to the following five functions:

1. Assign Lots
2. Issue Lots
3. Warehouse Transfer
4. Lot Inquiry
5. Reports

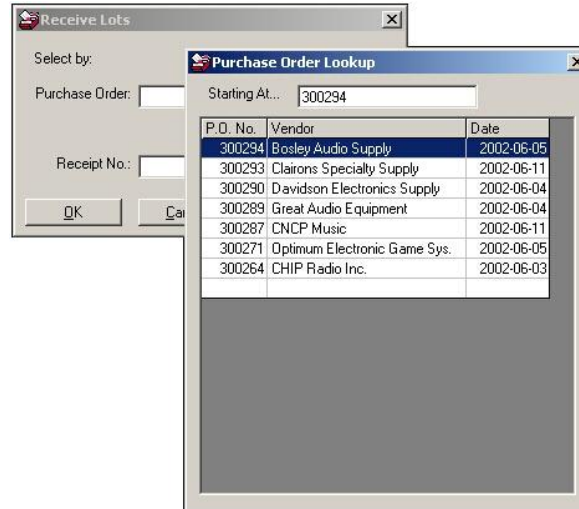
## Assign Lots



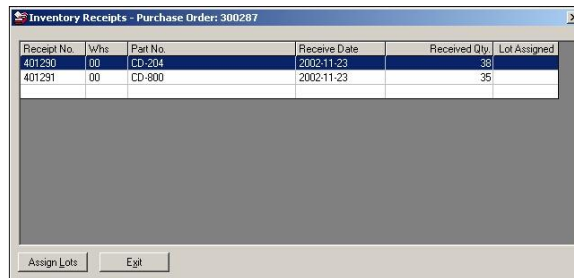
The Assign Lots function enables you to assign lot numbers to items by using either the BusinessVision Purchase Order or Inventory Receipt. Enter the Purchase Order Number or Receipt Number, or click the browse icon to select from a mini-browse.

A screenshot of the 'Receive Lots' dialog box. It has a title bar with 'Receive Lots' and a close button. The main area contains the text 'Select by:' followed by two input fields. The first is 'Purchase Order:' with a search icon to its right. Below it is '- OR -'. The second is 'Receipt No.:' with a browse icon to its right. At the bottom are 'OK' and 'Cancel' buttons.

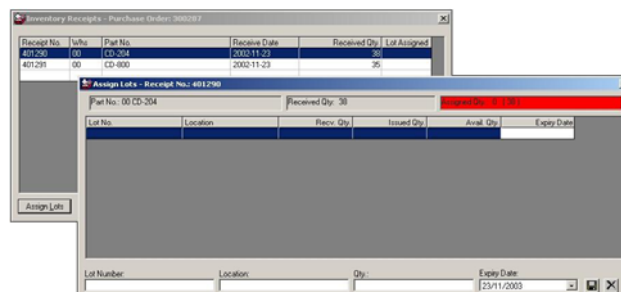
Note that only those Purchase Orders in "Received" status will be available in the browse window.



Double-click the appropriate Purchase Order.

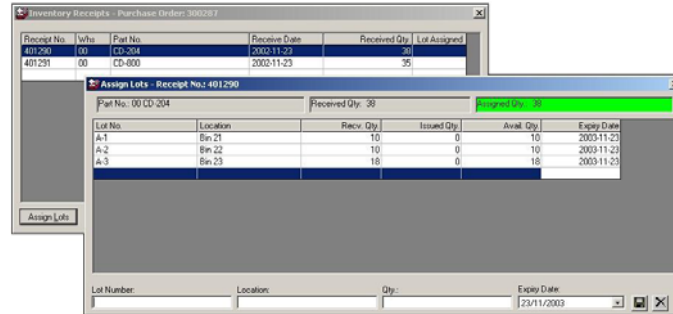


Select the line item to which you wish to assign lots, and click the *Assign Lots* button.



Note that the *Assigned Quantity* field is highlighted in red. When the entire quantity has been assigned to a lot, this field will default to green.

In the entry grid, enter the Lot Number, Location (if desired), Quantity, and Expiry Date (if required).



Should you wish to edit a lot detail, double-click the line item to load the detail back into the entry grid.



Click the *Save* icon to save the lot detail



Click the *Delete* icon to delete the lot detail

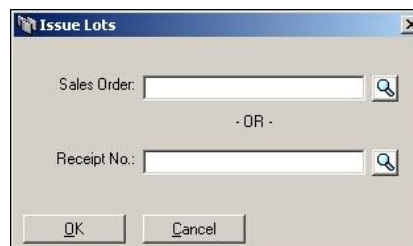
An "X" in the *Lot Assigned* field indicates that the items have been assigned to a lot.



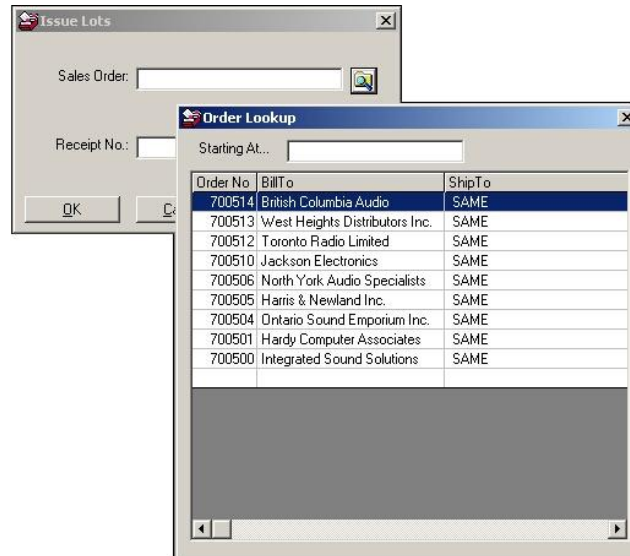
## Issue Lots



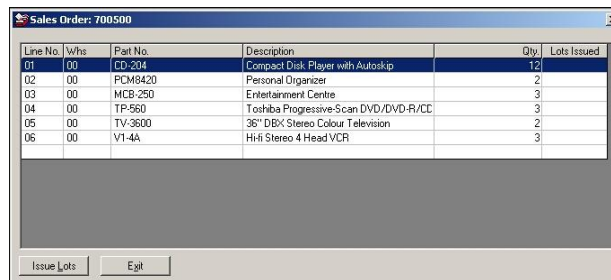
The Issue Lots function enables you to allocate lots to either the BusinessVision Sales Order or Inventory Receipt.



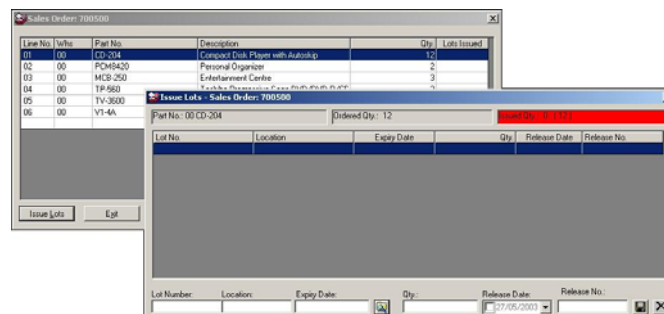
Note that only those Sales Orders in "Okay" status will be available in the browse window.



Double-click the appropriate Sales Order.



Select the line item to which you wish to issue a lot, then click the *Issue Lots* button.



Note that the *Issued Quantity* field is highlighted in red. When the entire quantity has been issued, this field will default to green.



Click the Browse icon to invoke the *Lot Selection* window.

Lot No.	Location	Avail. Qty.	Expiry Date	Receipt Date	P.O. No.
A-1	Bin 21	10	2003-11-23	2002-11-23	300287
A-2	Bin 22	10	2003-11-23	2002-11-23	300287
A-3	Bin 23	18	2003-11-23	2002-11-23	300287

Double-click the required lot. This will load the item into the entry grid where you can select the quantity to be issued from the lot. If desired, you may enter a Release Date and Release No. for reporting purposes.

Line No.	Qty	Part No.	Description	Qty.	Lot Issued
01	00	CD-204	Control Deck, Player with Autoloop	12	
02	00	PCM3420	Personal Organizer	2	
03	00	MCB-250	Entertainment Centre	3	
04	00	TP-560			
05	00	TV-3600			
06	00	V1-4A			

Lot No.	Location	Expiry Date	Qty.	Release Date	Release No.
A-1	Bin 21	2003-11-23	10		
A-2	Bin 22	2003-11-23	2		

Should you wish to edit an issued lot detail, double-click the line item to load the detail back into the entry grid.



Click the Save icon to save the lot detail



Click the *Delete* icon to delete the lot detail

An "X" in the *Lot Issued* field indicates that the items have been issued to the sales order.

Line No.	Whs	Part No.	Description	Qty.	Lots Issued
01	00	CD-204	Compact Disk Player with Autoskip	12	X
02	00	PCM8420	Personal Organizer	2	
03	00	MCB-250	Entertainment Centre	3	
04	00	TP-950	Toshiba Progressive-Scan DVD/DVD-R/CD	3	
05	00	TV-3600	36" DBX Stereo Colour Television	2	
06	00	V1-4A	Hi-Fi Stereo 4 Head VCR	3	

Issue Lots    Exit

## Warehouse Transfer



The Warehouse Transfer function enables lot assignments to be transferred to a different warehouse, by product code.

Warehouse:	<input type="text" value="00"/>	<input type="button" value="Search"/>
Part No.:	<input type="text"/>	<input type="button" value="Search"/>
<input type="button" value="OK"/>		

Enter the product code, then click *OK*.

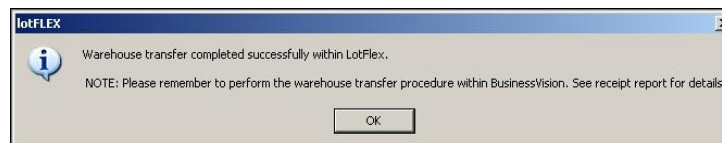
Warehouse:	<input type="text" value="00"/>
Part No.:	<input type="text" value="CD-600"/>
<input type="button" value="OK"/>	

Lot No.	Location	Avail Qty.	Expiry Date	Receipt Date	P.O. No.
A-321546	EAST	10	2003-11-23	2002-06-11	300271
A-321547	WEST	39	2003-11-23	2002-06-11	300271
C-1	Shell 8	20	2003-11-23	2002-11-23	300287
C-2	Shell 10	15	2003-11-23	2002-11-23	300287

Double-click the lot that you wish to transfer. This invokes the *Lot Transfer* window.

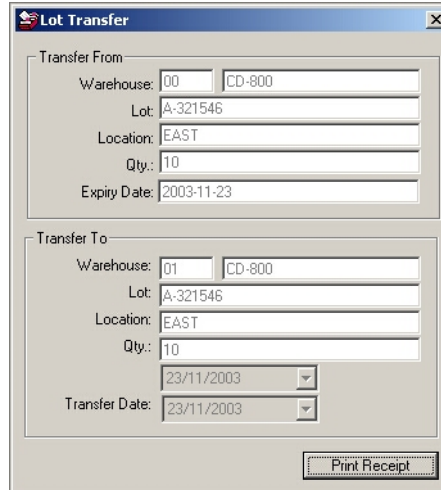
Enter the warehouse to which the lot is to be transferred. Note that you may change the target location, quantity and expiry date (partial lot transfers are permitted). Note that you must also perform the required warehouse transfer within BusinessVision, in order to maintain integrity between lotFLEX and BusinessVision.



Click *OK* to print the Transfer Receipt.

23/11/2003 4:48:10PM	<b>Transfer Receipt</b>	Reference No. 1000000018
<b>CD-800 - Compact Disk Player - 5 disk capacity</b>		
<b>FROM</b>		<b>TO</b>
<b>Warehouse</b>	00	01
<b>Lot No.</b>	A-321546	A-321546
<b>Location</b>	EAST	EAST
<b>Quantity</b>	10	
<b>Expiry Date</b>	2003-11-23	
<b>Transfer Date</b>	2003-11-23	
<b>User</b>	VBARRINA	
NOTE: Please run warehouse transfer procedure within BusinessVision.		
BusinessVision Receipt No. _____		

The opportunity to reprint the Transfer Receipt is provided, by clicking the *Print Receipt* button.



**Lot Transfer**

Transfer From:

Warehouse: 00 CD-800

Lot: A-321546

Location: EAST

Qty.: 10

Expiry Date: 2003-11-23

Transfer To:

Warehouse: 01 CD-800

Lot: A-321546

Location: EAST

Qty.: 10

23/11/2003

Transfer Date: 23/11/2003

Print Receipt

## Lot Inquiry



The Lot Inquiry function provides a fast and simple way to view available lots by warehouse and part number.

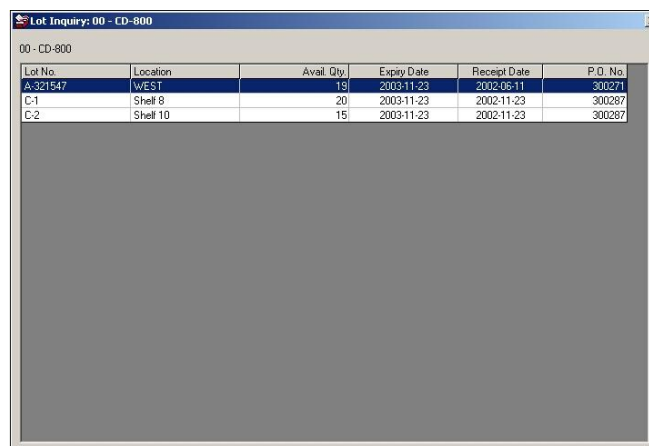


**Lot Inquiry**

Warehouse: 00

Part No.: CD-800

OK



00 - CD-800

Lot No.	Location	Avail. Qty.	Expiry Date	Receipt Date	P.O. No.
A-321547	wEST	19	2003-11-23	2002-06-11	300271
C-1	Shelf 8	20	2003-11-23	2002-11-23	300287
C-2	Shelf 10	15	2003-11-23	2002-11-23	300287

# Reports

## Lot Tracking Report

The Lot Tracking Report can be generated by Purchase Order or Part Number and Transaction Date. If using the Multiple Warehousing capabilities within BusinessVision, the report can also be run for a particular warehouse.

23-Nov-03 2:59:39PM Page: 1

**ABC Electronic Components Inc**

\*\*\* LOT TRACKING REPORT \*\*\*

Purchase Order: 300287

Whs	Item Code	Description	Lot	Location	Recv Date	Trans Type	Ref No.	Trans Date	Release No.	Expiry Date	Quantity
00	CD-204	Compact Disk Player with Autoskip	A-1	Bin 21	2002-11-23	RECV	401290	2003-11-23		2003-11-23	10.00
			A-2	Bin 22	2002-11-23	RECV	401290	2003-11-23		2003-11-23	10.00
			A-3	Bin 23	2002-11-23	RECV	401290	2003-11-23		2003-11-23	18.00
00	CD-800	Compact Disk Player - 6 disk capacity	C-1	Shelf 8	2002-11-23	RECV	401291	2003-11-23		2003-11-23	20.00
			C-2	Shelf 10	2002-11-23	RECV	401291	2003-11-23		2003-11-23	15.00

## Lot Balances Report

The Lot Balances Report can be generated by Purchase Order or Part Number. If using the Multiple Warehousing capabilities within BusinessVision, the report can also be run for a particular warehouse. The report provides a breakdown of available lots and quantities.

**Lot Balances**

Report By:

Warehouse :  (Blank for All)

Part No.:  (Blank for All)

## Lot Tracing/Recall Report

The Lot Tracing/Recall Report provides details of the sales order/invoice(s) to which the lot was assigned.

**Lot Tracing/Recall**

Report By:

Lot No. :

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