

How To Resolve “You MUST assign a Lot Number to ALL Lot Numbered parts!” When Receiving a Purchase Order

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When receiving a Purchase Order with Parts and you receive the message: “You MUST assign a Lot Number to ALL Lot Numbered Parts!” this means that at least one or more of the parts on that Receipt are setup with the Costing Method of Lot Numbers.

Below are the steps to resolve this issue.

Inventory – Part Edit

When a part is set up with the “Lot Number” Costing Method, a Lot Number must be entered in the Lot Number column in order to Receive that Part on a Purchase Order.

Part Edit

Part Lot Number Part ☐ Inactive

Part Detail | Vendors | Alt. Parts | Warehouses | Custom Fields | Documents (0)

Description

Description Lot Number Part ☐ Part Kit
Detail Lot Number Part ☐ Special Order
Product Line Batteries ☒ Customer Equipment
Manufacturer Ademco ☒ Stock Item For Jobs
Manuf Part Code ☐ Freeze All Purchasing
Manuf Warranty No Warranty Ship Weight 0
U.P.C Labor Units 0
Notes
Alt. Description

Costing

Method Lot Number
BPV Account 100990
Direct Exp Acct N/A

AR Setup

Invoice Item Add-Ons
Income Acct N/A

Sales

Invoice Description Lot Number Part ☒ Available for Sales
Price 0.0000 ☐
Alt. Description

Service

Invoice Description Lot Number Part ☒ Available to FSU
Price 1 0.0000 ☐
Price 2 0.0000 ☐
Alt. Description

Labor Units Save Copy Close

Parts Receipt

Vendor: South Security Systems Inc. Category: Alarm & S.A. ☐ Close - No Bill Expected ☒ Create Bill From Receipt

PO# 4892

Reference # Search

Received Date Received By

Job Number Cost Acct

Job Phase Code

Direct Expense ☒ Receive to Warehouse ☐ Receive & Issue Immediately ☐

Phase 12 ☒ Item Serial/Lot Numbers

Date: 50.00 Expense: 0.00 Documents

Part Code	Description	Vendor Part	Qty	Quantity	Cost	Amount	Serial No	Lot No	Stand Cost
Lot Number Part	Lot Number Part	Lot Number Part	1	1	\$0.0000	\$0.00			\$0.0000

Part Total: \$0.00
Expense Total: 0.00

If the Costing Method for this Part(s) is incorrect, then you can open the Part Edit screen and if there has not been any activity recorded to the Part Journal then you can update the Costing Method by selecting the correct one and Save.

Part Edit

Part: Lot Number Part ☐ Inactive

Part Detail Vendors Alt. Parts Warehouses Custom Fields Documents (0)

Description

Description: Lot Number Part ☐ Part Kit

Detail: Lot Number Part ☐ Special Order

Product Line: Batteries ☒ Customer Equipment

Manufacturer: Ademco ☒ Stock Item For Jobs

Manuf Part Code: ☐ Freeze All Purchasing

Manuf Warranty: No Warranty

U.P.C:

Notes:

Alt. Description:

Costing

Method: Lot Number

BPV Account:

Direct Exp Acct:

AR Setup

Invoice Item: Lot Number

Income Acct: N/A

Sales

Invoice Description: Lot Number Part

Price: 0.0000 ☒ Available for Sales

Alt. Description:

Service

Invoice Description: Lot Number Part

Price 1: 0.0000 ☒ Available to FSU

Price 2: 0.0000

Alt. Description:

Labor Units:

Save Copy Close

If there is activity recorded in the Part Journal, then that Part will need to be made Inactive and a New Part created using the correct Costing Method.

The PO will need to be deleted, and then Create the PO again using the Updated/New Part and Receive it as normal.

