

## Product Expiry Dates

The product expiry date function previously in v8.65.xxx has been ported over to v9.1.005 and a number of improvements and new settings have been added.

### Settings

New back office setting added as shown below, by default is set to YES but can be set to NO to disable the function if required.

The screenshot shows the 'Settings' window with a sidebar on the left containing categories: All, System, Sales Viewer, Sales, Receipt Printer, Remote Printer, and Accounts. The 'System' category is selected. The main area displays 'Local (modified settings shown in blue)' with a table of settings. The table has two columns: 'Option' and 'Setting'. A single row is visible: 'Add Expiry Dates feature to Products' with a value of 'YES'. Below the table is a 'Locate...' search bar with 'ADD EXPIRY' entered and a red 'X' icon. At the bottom right are 'Save' and 'Exit' buttons.

Option	Setting
Add Expiry Dates feature to Products	YES

When the above setting is enabled a new option will appear on the product maintenance screen for setting expiry dates against the required products as shown below.

The screenshot shows the 'Product Items' window for PLU 101, 'Chicken Salad Sandwich'. The 'Options' tab is selected and highlighted with a red box. The 'Expiry Dates' checkbox is checked and highlighted with a red box. Other tabs include Pricing, Stock/History, Profile, Comments, Suppliers, Recipe, Alt. PLU's, and Account Recurring Orders. The bottom of the window has navigation buttons: First, Previous, Next, Last, Show Last, Delete, Save, and Cancel.

PLU 101    Search    Create Next

Description: Chicken Salad Sandwich    Search    Copy    Paste

**Options**    Remotes/Labels/Ghost Items    Picture    Dept. Details

Stop ☐    Discontinued ☐

PLU is a Ghost Item ☐    Sell as a Condiment ☐    **Expiry Dates ☒**

Non Stock Product ☐    Delivery Charge PLU ☐

Weighable Item ☐    Voucher Product ☐

PLU is a Recipe ☐    Voucher linked to Account ☐

Produce Voucher Ticket ☐

Request Voucher Serial No. ☐

Exclude from loyalty sale total ☐

Compulsory Stock Required ☐

Post sale comment required ☐

Pre-select for vat change ☐

Compulsory receipt issue ☐

Serial number tracking ☐    Print on EOD Report ☐

NO Return to Stock on Refund ☐    Weight Embedded Barcode ☐

First    Previous    Next    Last    Show Last    Delete    Save    Cancel

A new tab will also appear in the Stock/History tab in the product maintenance screen where product expiry date details can be viewed or deleted.

The screenshot shows the 'Product Items' screen for PLU 101, 'Chicken Salad Sandwich'. The 'Stock/History' tab is selected, and within it, the 'Expiry Dates' sub-tab is active. A table displays expiry date information:

Expiry Date	Quantity	Location
06/12/2017	4.0	DEFAULT LOCATION
08/12/2017	8.0	DEFAULT LOCATION

Buttons at the bottom include First, Previous, Next, Last, Show Last, Delete, Save, and Cancel.

### Receiving Stock with Expiry dates.

To receive in stock with expiry dates you need to use the QUICKGOODSIN command in sales mode.

The system will check if there are any products flagged as expiry date products and if there are the Expiry Date section will appear on the bottom of Quick Goods In screen.

Simply press Add on the main screen to bring up the Scan Product screen as shown below, then scan or type in the product code and use the calendar to set the expiry date.

The screenshot shows the 'Quick Goods In' screen with Transaction Number 20171204-1. A 'Scan product' dialog box is open, displaying the following details:

- Barcode: 101
- Description: Chicken Salad Sandwich
- Price: £ 2.49 (with a 'Change Price' button)
- Stock Level: 0.0
- Case Quantity: 1 (with '+' and '-' buttons)
- Cases Inwards: 4.0 (with '+' and '-' buttons, and a 'Change Quantity' button)
- Expiry Date: 06/12/2017 (with a calendar icon)

Buttons at the bottom of the dialog include Save and Cancel. The background screen shows an 'Add' button and a 'Print' button.

## Returning Stock with Expiry dates.

To return stock with expiry dates you need to use the QUICKGOODSOUT command in sales mode.

When opening the Quick Goods Out screen if there are any products due to expire on the current day the message as shown below will appear.

Products can also be added individually using the Add button to bring up the scan item screen the same way as in Quick Goods In.

The screenshot shows the 'Quick Goods Out' application window. At the top, there are input fields for 'Transaction Number' (20171204-3), 'Reason' (a dropdown menu), and 'Operator' (GEE). Below these is a table header with columns: PLU/Barcode, Description, Price, Quantity, and Expiry Date. A modal dialog box is centered on the screen with the title 'Add items Expired/Expiring today'. It contains a large question mark icon and the text: '1 item(s) are either past their Expiry Date, or will be by the end of today. Do you wish to add these in automatically?'. At the bottom of the dialog are two buttons: 'YES' (green) and 'NO' (red). Below the dialog, there are buttons for 'Add', 'Edit', and 'Delete'. To the right of these buttons is an 'Item Count' field showing '0.0'. At the very bottom are 'Print', 'Accept', and 'Cancel' buttons.

Once the Quick Goods Out process is completed the Expiry items returned will be removed from the product maintenance screen new Expiry Tab.

Alternatively if the expiry products are to be wasted and not returned to the supplier the relevant lines in the expiry tab can be manually deleted using the delete button as shown below.

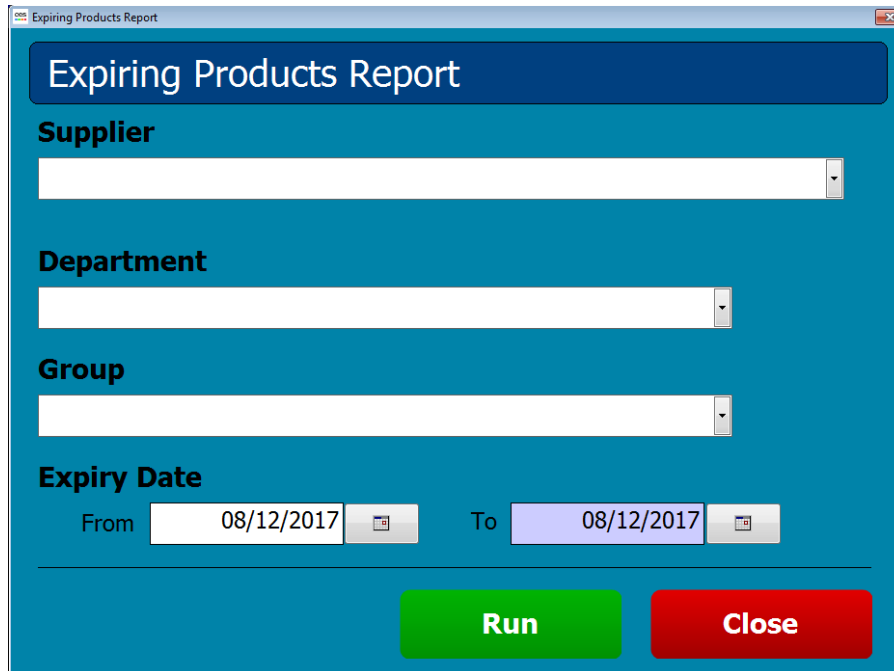
Drag a column header here to group by that column		
Expiry Date	Quantity	Location
06/12/2017	4.0	DEFAULT LOCATION
08/12/2017	8.0	DEFAULT LOCATION

**Delete**

## Expiring Products Report

The expiring products report is run in sales mode using the command EXPIRYREPORT, this prints to the receipt printer only.

The filter screen below will appear when the EXPIRYREPORT button is pressed allowing the user to filter by Supplier, Department or Group if required and to set the date range to report on.



The screenshot shows a software window titled "Expiring Products Report". It has a blue header bar with the title. Below the header, there are four filter sections: "Supplier", "Department", "Group", and "Expiry Date". Each of the first three sections has a white text input field. The "Expiry Date" section has "From" and "To" labels, each followed by a date input field showing "08/12/2017" and a small calendar icon. At the bottom right, there are two large buttons: a green "Run" button and a red "Close" button.

Example report layout below.



The screenshot shows a software window titled "EXPIRING STOCK REPORT". It has a blue header bar with the title. Below the header, there is a large white area for the report content. In the top right corner of the window, there is a blue "Print" button. In the bottom right corner, there is a green "Close" button. The report content area displays a table with two columns: "Description" and "Quantity". The table has one row of data: "08/12/2017 Chicken Salad Sandwi" and "8.0". Below the table, there is a line of text: "Date: 04/12/2017 Time: 13:09 Operator: GEE".

Description	Quantity
08/12/2017 Chicken Salad Sandwi	8.0

Date: 04/12/2017 Time: 13:09 Operator: GEE