



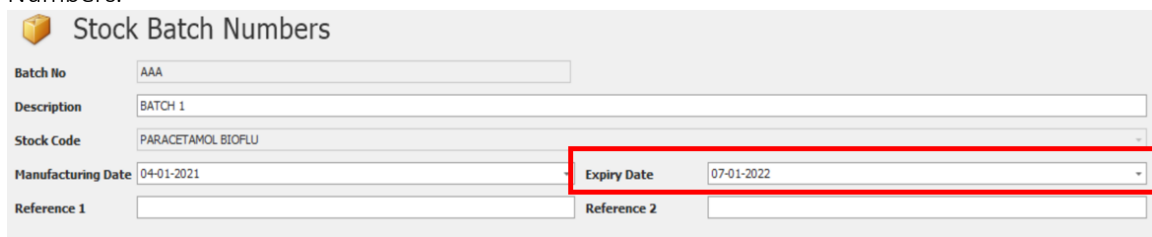
How to Generate Near Expiry Items Report

Overview:

Items with Expiry can be set-up by having the Batch Number Module. This feature is included in QNE Optimum Ace Package and can be an Add-On Module to other packages.

Procedure:

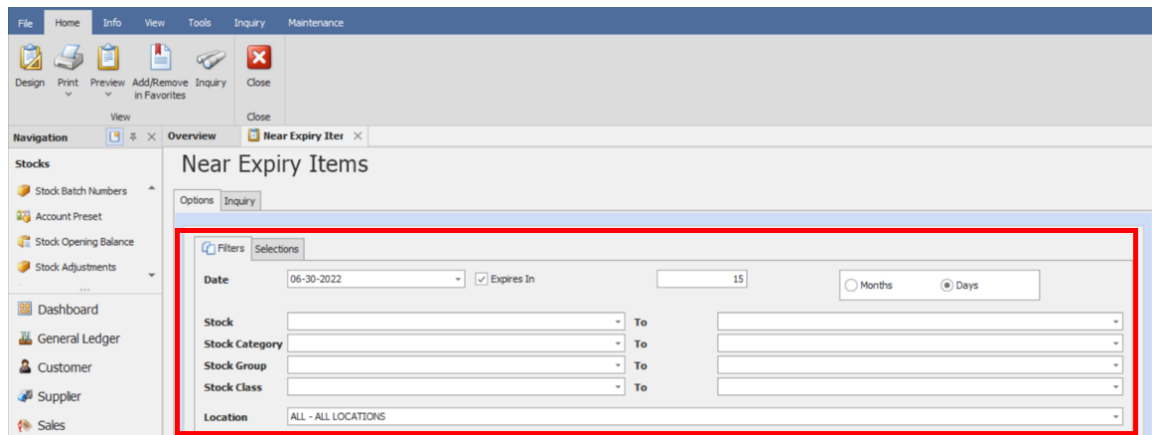
1. To ensure that an Expiry Date has been set on the product, view under Stock > Stock Batch Numbers.



The screenshot shows the 'Stock Batch Numbers' form. The 'Expiry Date' field is highlighted with a red box, showing the date '07-01-2022'. Other fields include 'Batch No' (AAA), 'Description' (BATCH 1), 'Stock Code' (PARACETAMOL BIOFLU), 'Manufacturing Date' (04-01-2021), and 'Reference 1' and 'Reference 2'.

2. To generate Near Expiry Items Report, go to View > Reports > Stock Reports > Batch Number > Near Expiry Item.

Maximize the filter options to generate detailed report for instance As of Date, Expiry Duration (there is an option if it will be in Days or Months) specific Stocks, Categories, Group, Class and Location.



The screenshot shows the 'Near Expiry Items' report filter options. The 'Filters' section is highlighted with a red box. It includes fields for 'Date' (06-30-2022), 'Expires In' (15), and a radio button for 'Days' (selected). Below these are dropdown menus for 'Stock', 'Stock Category', 'Stock Group', 'Stock Class', and 'Location' (ALL - ALL LOCATIONS).

3. Once done click Inquiry or Preview for Print Out format of the report.

Near Expiry Items						
SAMPLE TRADING, INC. (001-222-334)						
Page 1 of 1						
As of Date: 06-30-2022 Age more than: 15 Days						
ITEM CODE	DESCRIPTION	BATCH NO.	UOM	QTY	LOCATION	EXPIRY DATE
PARACETAMOL BIOFLU	PARACETAMOL BIOFLU	AAA	BOX(S)	50		07-01-2022
TOTAL				50		

4. Another option to quick view is via Dashboard Panel > Overview. When *More Details* is clicked, it will redirect to the same report.

TOP 3 Near Expiry Items		
STOCK NAME	QTY	EXPIRY DATE
PARACETAMOL BIOFLU	50.00	07-01-2022

[More Details](#)



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>