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Lot and Serial Number Trace

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Lot and Serial Number Trace

The Lot and Serial Number Trace SuiteApp helps you to trace components, semi-finished, or finished goods from a raw material supplier through to the customer. The SuiteApp enables you to trace and report the following:

- Vendors who supplied the lot or serial numbered items
- Customers who bought the lot or serial numbered items
- Procurements, deliveries, internal transfers, and manufacturing inputs and outputs
- Additional details such as expiry date, total quantity, quantity on hand, and so on
- If you have the Quality Management SuiteApp installed, the trace report also displays quality data. For more information about the SuiteApp, read the help topic Quality Management Overview.

You can trace transactions for the following:

- Traced item lot – The item lot that is traced.
- Forward assemblies – Items in which the traced item was used as a component

Note: The SuiteApp does not perform any transactions, it only provides a report of historical transactions.

Installing Lot and Serial Number Trace

Only users with an Administrator role or with SuiteBundler permission can install the SuiteApp. The following are the bundle details:

- Bundle name: Lot and Serial Number Trace
- Bundle ID: 322956

For more information, read the help topic Installing a Bundle.

Lot and Serial Number Trace is a managed SuiteApp that automatically updates whenever enhancements or new features are added.

Note: After the SuiteApp version 2.00.0 update, you may encounter an error on the Lot Trace page or the Serial Number Trace page asking you to save the Trace Preferences page. To resolve the error, open the Trace Preferences page in **Edit** mode, and save the page.

Prerequisites for Lot and Serial Number Trace

The Lot and Serial Number Trace SuiteApp is developed and tested for use primarily with the following products:

- NetSuite
- NetSuite OneWorld

To use the Lot and Serial Number SuiteApp, enable features listed in the following procedure.

To enable features:

1. Go to Setup > Company > Setup Tasks > Enable Features.
2. Check the boxes next to all the features listed in the following table:

Subtab	Feature Name
Company	▪ Locations ▪ Multiple Units of Measure
Items & Inventory	▪ Inventory ▪ Serialized Inventory (required for serial number trace) ▪ Lot Tracking (required for lot trace) ▪ Bin Management ▪ Advanced Bin/Numbered Inventory Management
CRM	Customer Relationship Management
Analytics	SuiteAnalytics Workbook
SuiteCloud	▪ Custom Records ▪ Client SuiteScript ▪ Server SuiteScript ▪ SuiteFlow

Supported Browsers for Lot and Serial Number Trace

The Lot and Serial Number Trace SuiteApp supports the following browsers and operating systems:

Browser	Platform
Google Chrome 71 or newer	▪ Windows 10 ▪ Windows 8.x ▪ Windows 7
Microsoft Edge (Anniversary Update and later)	Windows 10 (Anniversary Update)
Mozilla Firefox 60 or newer	▪ Windows 10 ▪ Windows 8.x ▪ Windows 7 ▪ Windows Vista

Setting Roles and Permissions to Use Lot and Serial Number Trace

If you are an administrator, you can create new roles or customize roles for using the Lot and Serial Number Trace SuiteApp. For more information, read the help topics Assigning Roles to an Employee and Customizing or Creating NetSuite Roles. Refer to the following table for minimum access levels for different permissions required to use the Lot and Serial Number Trace SuiteApp:

Permissions	Minimum Access Level
Lists > Subsidiaries	View
Lists > Items	View

Permissions	Minimum Access Level
Lists > Custom Record Entries	View
Custom Record > Trace Preferences	View
Custom Record > Trace-Grid	Edit

The following scripts must have the new or custom role included as audience:

- LOT SN SL Serialized Tracing Filter
- LT SN SL TracingFilter
- LT SL Data Service
- Tracing Field Change Suitelet
- LOT SN SL EXPORT CONTENT
- LT SN SL Item Number Fields Popup

For more information, read the help topic Defining Script Audience.

Enabling Quality Data

If you have the Quality Management SuiteApp installed, you can view the quality data for the traced item. Follow this procedure to enable viewing the quality data.

Note: Make sure you have the Quality Management SuiteApp installed.

To enable quality data:

1. Go to Setup > User/Roles > Manage Roles.
2. On the **LOT_SN_CustomRole** role row, click **Customize**.

   The Role page opens.
3. Create a custom role:
   a. (Optional) To rename the custom role, enter the role name in the **Name** field.
   b. Click the **Custom Record** subtab.
   c. From the **Record** list, select **Quality Data**.
   d. From the level list, select **View**.
   e. Click **Add**.
   f. Click **Save**.
4. Add the custom role to the scripts:
   a. Go to Customization > Scripting > Scripts.
   b. On the **LOT SN SL Serialized Tracing Filter** script row, click **Deployments**.
   c. On the Script Deployments page, click **Edit**.
   d. From the **Execute As Role** list, select the custom role that you created in step **3**.
   e. Click **Save**.
   f. Repeat steps **4a** to **4e** for the following scripts:
      - LT SN SL TracingFilter
      - LOT SN SL EXPORT CONTENT

Adding Center Category and Center Types

For custom role, add the **Lot / Serial Trace** center category to the **Reports** menu. Use the following information when creating the center category:

- Center category label – Lot / Serial Trace
- Add the following links:
  - Trace Preferences
  - Lot Trace
  - Serial Number Trace

For more information, read the help topics Creating Center Categories and Creating Center Links.

Trace Preferences

Set the preferences for tracing by going to Reports > Lot / Serial Trace > Trace Preferences. The following table lists the preferences for using the SuiteApp:

Preference	Description
Email Settings	
Email Sender	Select the employee record whose email address you want to use for sending the trace results.
Successful Email Template	Select the email template for sending the trace results.
Error Email Template	Select the email template for sending the error report when the trace is unsuccessful.
Email Recipient	Enter the email addresses of the recipients. Separate the email addresses by a comma. The total number of email addresses in **Email Recipient**, **Email CC**, and **Email BCC** fields combined cannot exceed 10.
Export File Format	Select the default file format in which you want to export the trace report. You can change the default format from the **Export File Format** field in the Lot Trace and Serial Number Trace pages.
Concise Report	When you check the **Concise Report** box, the SuiteApp exports only the first level after expansion of trace details in the report. If not checked, the SuiteApp exports the complete trace report. The status of this box is by default the status of the **Concise Report** box in the Lot Trace and Serial Number Trace pages.
Email CC	Enter the email addresses that you want to add in email carbon copy (CC). Separate the email addresses by a comma. The total number of email addresses in **Email Recipient**, **Email CC**, and **Email BCC** fields combined cannot exceed 10.
Email BCC	Enter the email addresses that you want to add in email blind carbon copy (BCC). Separate the email addresses by a comma. The total number of email addresses in **Email Recipient**, **Email CC**, and **Email BCC** fields combined cannot exceed 10.
Transaction Display Settings	
Maximum Rows Per Page	Enter the maximum number of rows to display per page in the search results.

Preference	Description
	Enter a number between 10 and 500. By default, the value is 500. The SuiteApp aggregates multiple rows of same transaction type on the basis of Lot Number and inbound/outbound. Therefore, the number of rows shown in the trace results can be different from the number of rows counted per this preference.
Transaction Date Range	The number of days between the **Start Date** and **End Date** fields in the Lot Trace and Serial Number Trace pages. Enter a number between 1 and 9999.
Transaction Display Settings Sublist	From this sublist, select the transactions that you want to display in the subtabs. You can override these settings in the Lot Trace page or Serial Number Trace page.

Working with Lot and Serial Number Trace

You can perform following actions using the SuiteApp:

- Perform a lot or serial number trace
- Export trace result

Performing Lot Trace

You can perform the lot trace from the Lot Trace page.

To perform a lot numbered item trace:

1. Go to Reports > Lot / Serial Trace > Lot Trace.
2. In the **Item** field, enter any three or more characters of the item name and select the desired item from the list.

   > **Note:** If you enable the **Show Display Name with Item Codes** preference, you can also search an item by its display name. The display name also appears in the **Items** field. At any time, you can either search by item name or its display name.

   The **Lot Number** field lists only the lot numbers associated with the selected item.
3. In the **Lot Number** field, enter any three or more characters of the lot number and select the desired lot number from the list.

   > **Note:** The lot number should not contain the following characters:
   >
   > - Special characters **<** and **>**. These characters are encoded to **&lt** and **&gt** respectively in the **Lot Number** field.
   > - HTML encoded characters. For example, &
   > - Arithmetic operators such as **+**, **-**, **/**, *****, **=**, and **%**. These characters can evaluate the numbers into different values when you export to a CSV file and open the file in Microsoft Excel.
4. (Optional) To change the transaction display settings:

   a. Check the **Show Transaction Display Settings**.
   b. In the **Transaction Display Settings** sublist, check or clear the transaction types that you want to show in the trace results.
5. Click **Submit**.

   The trace results appear in subtabs on the Lot Trace page.

Performing Serial Number Trace

You can perform the serial number trace from the Serial Number Trace page.

To perform a serial number trace:

1. Go to Reports > Lot / Serial Trace > Serial Number Trace.
2. From the **Trace Type** list, select the trace type.
3. In the **Item** field, enter any three or more characters of the item name and select the desired item from the list.

   > **Note:** If you enable the **Show Display Name with Item Codes** preference, you can also search an item by its display name. The display name also appears in the **Items** field. At any time, you can either search by item name or its display name.

   The **Serial Number** field lists only the serial numbers associated with the selected item.
4. In the **Serial Number** field, enter any three or more characters of the serial number and select the desired serial number from the list.

   > **Note:** The serial number should not contain the following characters:
   >
   > - Special characters **<** and **>**. These characters are encoded to **&lt** and **&gt** respectively in the **Lot Number** field.
   > - HTML encoded characters. For example, &
   > - Arithmetic operators such as **+**, **-**, **/**, *****, **=**, and **%**. These characters can evaluate the numbers into different values when you export to a CSV file and open the file in Microsoft Excel.
5. (Optional) To change the transaction display settings:
   a. Check the **Show Transaction Display Settings**.
   b. In the **Transaction Display Settings** sublist, check or clear the transaction types that you want to show in the trace results.
6. Click **Submit**.

Advanced Lot Number Filtering

For lot trace, if there are too many options in the **Lot Number** list, you can filter the list using advanced lot number filtering. Click **Advanced Lot Number Filter** to open the Advanced Lot Number Filter window.

Using this method, you can filter the lot numbers based on the lot fields. Lot fields on this window list as per the item number fields.

For example, if there is an item number field for melting point and you want to list only the lots with melting point value of 100. In the Advanced Lot Number Filter, select 100 in the **Melting Point** field and click **Submit**. Only the lots that satisfy the melting point criteria display in the **Lot Number** list.

Advanced lot number filtering works with the following item number field types:

- Check Box
- Currency
- Date
- Decimal Number
- Free-Form Text
- Integer Number
- Percent
- Time of Day

You can optionally use the Lot Auto Numbering SuiteApp so that only the lot fields that are related to the traced item are displayed. For more information, read the help topic Lot Auto Numbering SuiteApp.

Viewing Trace Results

After performing the item trace, you can view the result of the trace. The results appear in the subtabs on the Lot Trace or Serial Number Trace pages.

The SuiteApp traces and displays the following transactions in subtabs for assembly and inventory item trace:

<table>
<tr><th>Subtab</th><th>Assembly Item Trace</th><th>Inventory Item Trace</th></tr>
<tr><td>Production</td><td>▪ Work orders, completions, and assembly builds of the traced item and its multilevel components. For the first level components, the subtab also displays the issued quantity. For further levels, the quantity is indirectly consumed and therefore not displayed.
▪ Assembly unbuilds of the traced item</td><td>Not applicable</td></tr>
<tr><td>Consumed By</td><td colspan="2">Work orders and assembly builds where the traced item or forward assemblies of the traced item were consumed. Indirectly consumed quantities are not displayed.

Assembly unbuilds of the forward assemblies where the traced item was consumed</td></tr>
<tr><td>Component Receipts</td><td>Following transactions of the multilevel component items of the traced item:
▪ Purchase receipts
▪ Transfer receipts
▪ Intercompany transfer receipts</td><td>Not applicable</td></tr>
<tr><td>Purchase Receipts</td><td>Not applicable</td><td>Purchase receipts of the traced item</td></tr>
</table>

<table>
<tr><th>Subtab</th><th>Assembly Item Trace</th><th>Inventory Item Trace</th></tr>
<tr><td>Other Transactions</td><td colspan="2">Following transactions of the traced item:
■ Inventory adjustments
■ Inventory transfers
■ Bin transfers
■ Bin putaway worksheets</td></tr>
<tr><td>Fulfillments</td><td colspan="2">Following transactions of the traced item and its forward assemblies:
■ Sales shipments
■ Transfer shipments
■ Intercompany transfer shipments
■ Vendor returns</td></tr>
<tr><td>Customer Returns and Assembly Receipts</td><td>Following transactions of the traced item and its forward assemblies:
■ Customer returns
■ Transfer receipts
■ Intercompany transfer receipts
■ Purchase receipts of the traced item</td><td>Not applicable</td></tr>
<tr><td>Customer Returns and Transfer Receipts</td><td>Not applicable</td><td>Following transactions of the traced item and its forward assemblies:
■ Customer returns
■ Transfer receipts
■ Intercompany transfer receipts</td></tr>
<tr><td>Quality Data (Available only if the Quality Management SuiteApp is installed)</td><td colspan="2">Quality data of the traced item</td></tr>
</table>

You can filter the trace results by enabling or disabling the options in the **Transaction Display Settings** sublist.

Tip: In the trace results:

- Hover over the item name in the trace result to see the item's display name.
- If an item is listed in the trace result, trace that item by clicking **Trace** on the item's result row.

Information in the Quality Data Subtab

If you have the Quality Management SuiteApp installed and you enable viewing quality data, the quality information for the lot number displays in the **Quality Data** subtab. For more information about enabling quality data, read Enabling Quality Data.

The results in this subtab do not depend on the transaction display settings. Also, the selections in the **Location** and **Subsidiary** filters do not apply to the results in this subtab.

The inspection date in the results is filtered based on the selection in the **Start Date** and **End Date** fields.

For more information about the Quality Management SuiteApp, read the help topic Quality Management Overview.

Additional Fields in Trace Results

The following additional fields appear in the trace results:

Field Name	Lot Trace	Serial Number Trace
Total Quantity on Hand (Base Unit)	Displays the total quantity on hand for the lot, in base unit.	Displays the total quantity on hand for the lot, in base unit.
Total Quantity on Hand (Stock Unit)	Displays the total quantity on hand for the lot, in stock unit.	Displays the total quantity of the item, in stock unit.
Location Quantity on Hand (Base Unit) (This field is available only when you select a specific location)	Displays the quantity on hand for the lot at the location, in base unit.	Displays the total quantity of the item at the location, in base unit.
Location Quantity on Hand (Stock Unit) (This field is available only when you select a specific location)	Displays the quantity on hand for the lot at the location, in stock unit.	Displays the total quantity of the item at the location, in stock unit

Emailing Trace Results

After performing a trace, you can email the trace results as a CSV file or an XLS file to selected recipients. You can email the results of either a single subtab or all the subtabs.

Note: In case of multilevel trace results, the SuiteApp can export trace results up to 100 levels. If you have more levels, either optimize the results by adding appropriate filters, or export a **Concise Report**.

Emailing Trace Results of a Subtab

Click **Export** in each subtab to email the results of the respective subtab.

To email trace results of a subtab:

1. In the Lot Trace page or Serial Number Trace page, go to the subtab whose results you want to email.
2. Click **Export**.

   The Email Trace Report window opens. If you have emails added in the Trace Preferences page, they list in this window.
3. If the **Email Recipient** field is empty, enter the recipient email address.
4. (Optional) To add email addresses in CC or BCC list, enter the email addresses in the **Email CC** and **Email BCC** fields, respectively.

   The total number of email addresses in **Email Recipient**, **Email CC**, and **Email BCC** fields combined cannot exceed 10.

5. (Optional) To change the export file format, select the desired file format from the **Export File Format** list.
6. (Optional) To get a concise report, check the **Concise Report** box.
7. Click **Submit**.

Emailing Trace Results of All Subtabs

Click **Export All** to email results of all subtabs.

To email trace results of all subtabs:

1. In the Lot Trace page or Serial Number page, click **Export All**.

   The Email Trace Report window opens. If you have any emails listed in the Trace Preferences page, they are listed in the window.
2. If the **Email Recipient** field is empty, enter the recipient email address.
3. (Optional) To add email addresses in CC or BCC list, enter the email addresses in the **Email CC** and **Email BCC** fields, respectively.

   The total number of email addresses in **Email Recipient**, **Email CC**, and **Email BCC** fields combined cannot exceed 10.
4. (Optional) To change the export file format, select the desired file format from the **Export File Format** list.
5. (Optional) To get a concise report, check the **Concise Report** box.
6. Click **Submit**.

> **Note:** When you open an exported .xls file in Microsoft Excel, you may get an alert about the format or extension not matching. You can safely ignore the alert and open the file.