

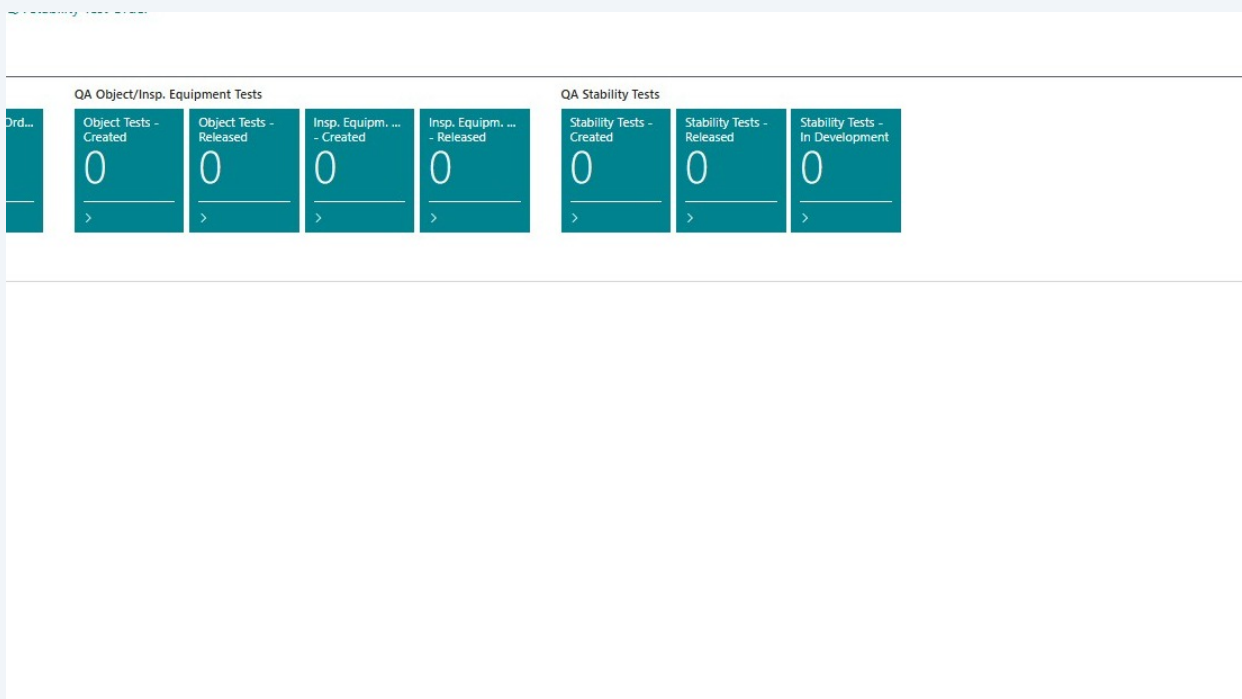
How to Release a FULL Lot

Learn how to update and release lot information within your inventory system. This guide walks you through the necessary steps to modify lot status and finalize the process efficiently.

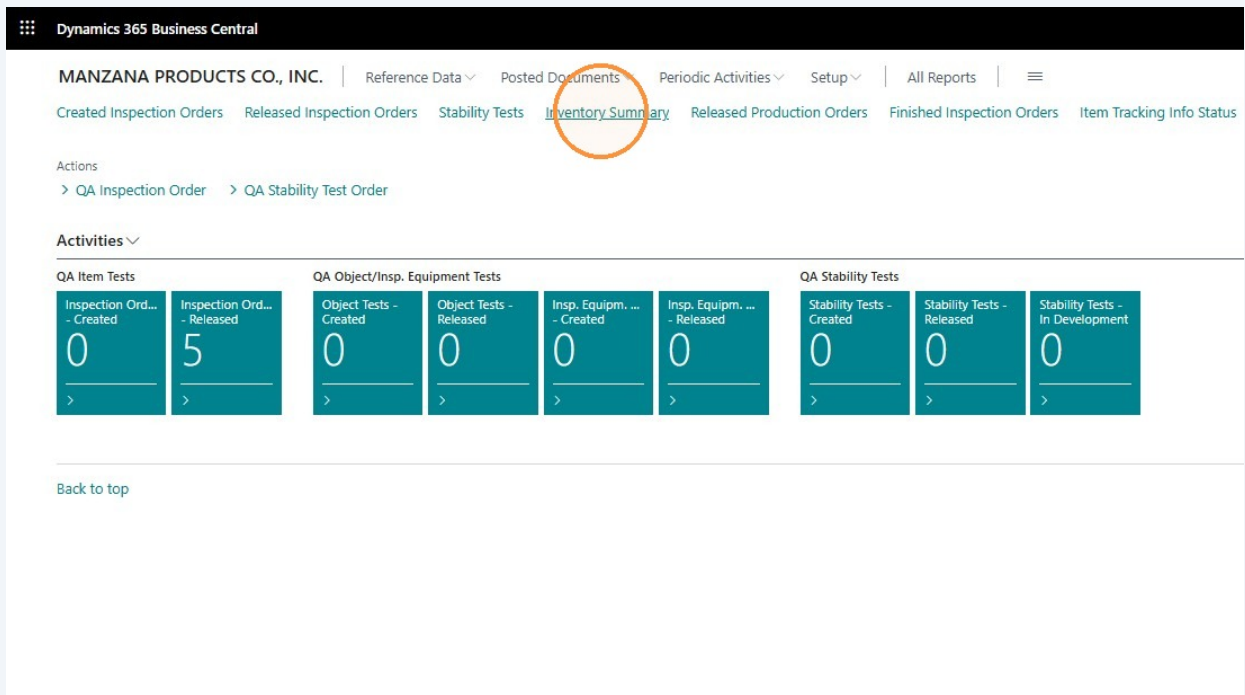
Inventory Search

1

Navigate to <https://businesscentral.dynamics.com/872b6e46-c921-4d64-9dce-d0fa0b94b72e/ECL-ENV-USA-PROD-FR?company=MANZANA&dc=0>

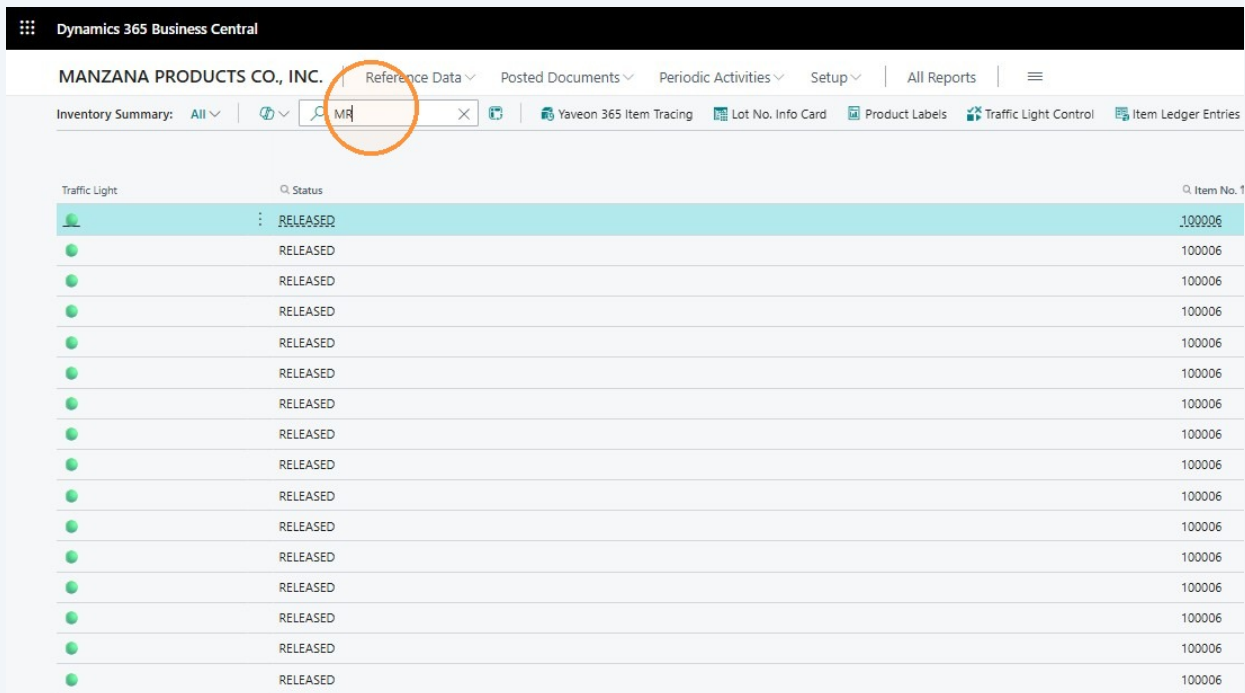


2 Select "Inventory Summary" from the navigation menu.



The screenshot shows the Dynamics 365 Business Central interface for MANZANA PRODUCTS CO., INC. The navigation menu at the top includes: Reference Data, Posted Documents, Periodic Activities, Setup, All Reports, and a hamburger menu icon. Below the navigation menu, there are several links: Created Inspection Orders, Released Inspection Orders, Stability Tests, Inventory Summary (circled in orange), Released Production Orders, Finished Inspection Orders, and Item Tracking Info Status. Under the 'Actions' section, there are links for QA Inspection Order and QA Stability Test Order. The 'Activities' section is expanded, showing three categories: QA Item Tests, QA Object/Insp. Equipment Tests, and QA Stability Tests. Each category contains three cards with counts and expandable arrows. The counts are: QA Item Tests (0, 5), QA Object/Insp. Equipment Tests (0, 0), and QA Stability Tests (0, 0, 0). A 'Back to top' link is visible at the bottom of the activities section.

3 Search for lot number "2001346" in the inventory list.

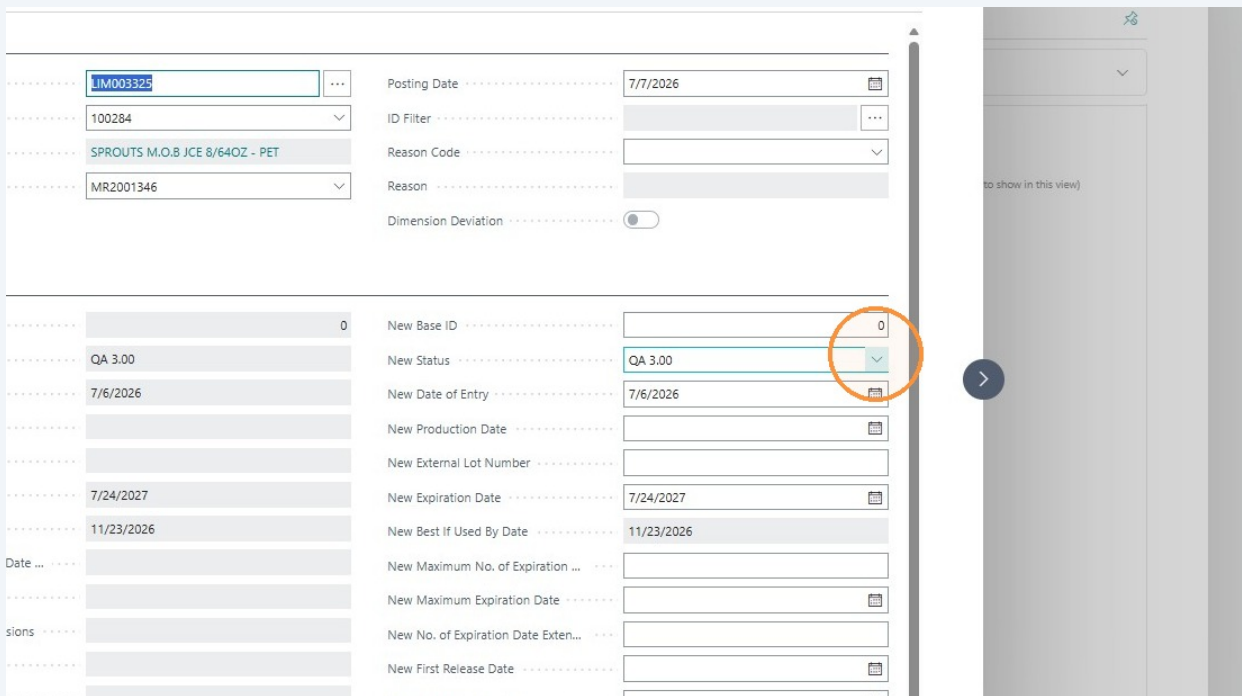
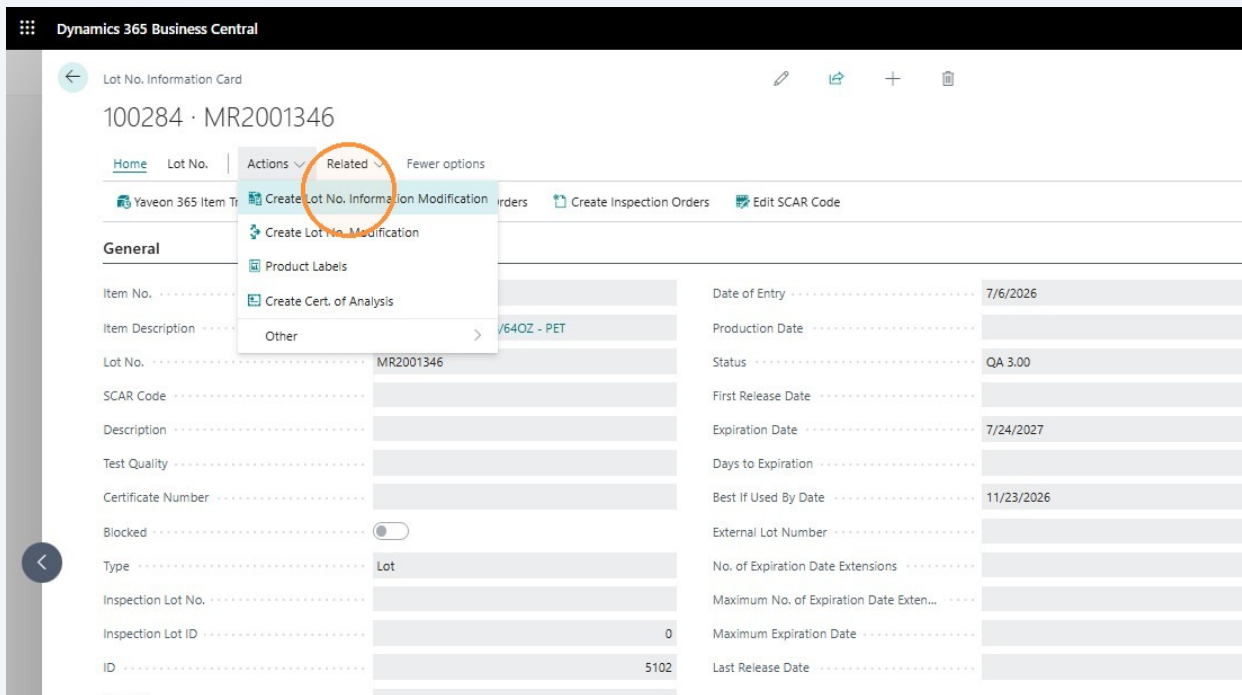


The screenshot shows the Dynamics 365 Business Central interface for MANZANA PRODUCTS CO., INC. The navigation menu at the top includes: Reference Data, Posted Documents, Periodic Activities, Setup, All Reports, and a hamburger menu icon. Below the navigation menu, there are several links: Inventory Summary, All, a globe icon, a search icon with 'MR' (circled in orange), a close icon, Yaveon 365 Item Tracing, Lot No. Info Card, Product Labels, Traffic Light Control, and Item Ledger Entries. The main content area displays a table with columns: Traffic Light, Status, and Item No. 1. The table contains 14 rows, all with a status of 'RELEASED' and an item number of '100006'. The first row is highlighted in light blue.

Traffic Light	Status	Item No. 1
🟢	RELEASED	100006
🟢	RELEASED	100006
🟢	RELEASED	100006
🟢	RELEASED	100006
🟢	RELEASED	100006
🟢	RELEASED	100006
🟢	RELEASED	100006
🟢	RELEASED	100006
🟢	RELEASED	100006
🟢	RELEASED	100006
🟢	RELEASED	100006
🟢	RELEASED	100006
🟢	RELEASED	100006
🟢	RELEASED	100006
🟢	RELEASED	100006

7

Select "Create Lot No. Modification" from the Actions menu.



8

Set the "New Status" field to "RELEASED".

LIM003325 ... Posting Date: 7/7/2026

100284 ID Filter: ...

SPROUTS M.O.B JCE 8/64OZ - PET Reason Code:

MR2001346 Reason:

Dimension Deviation:

New Base ID: 0

New Status: QA 3.00

New Date of Entry:

New Production Date:

New External Lot Number:

New Expiration Date: 7/24/2027

New Best If Used By Date: 11/23/2026

New Maximum No. of Expiration ...:

New Maximum Expiration Date:

New No. of Expiration Date Extension:

New First Release Date:

- | Code 1 | Description |
|-----------|-------------------------------|
| → QA 3.00 | ROUTINE TESTING |
| QA 3.00* | ROUTINE TESTING - PARTIAL QTY |
| QA 3.01 | ROUTINE (HOLD BY LAB) |
| QA 3.02 | ROUTINE BANANA |
| QA 3.03 | RE-TEST |
| + New | |
- [Show details](#) [Select from full list](#)

Lot No. Information Card: 100284 · MR2001346

Lot No. Info Modification: LIM003325

Post... Related Fewer options

General

No.: LIM003325 ... Posting Date: 7/7/2026

Item No.: 100284 ID Filter: ...

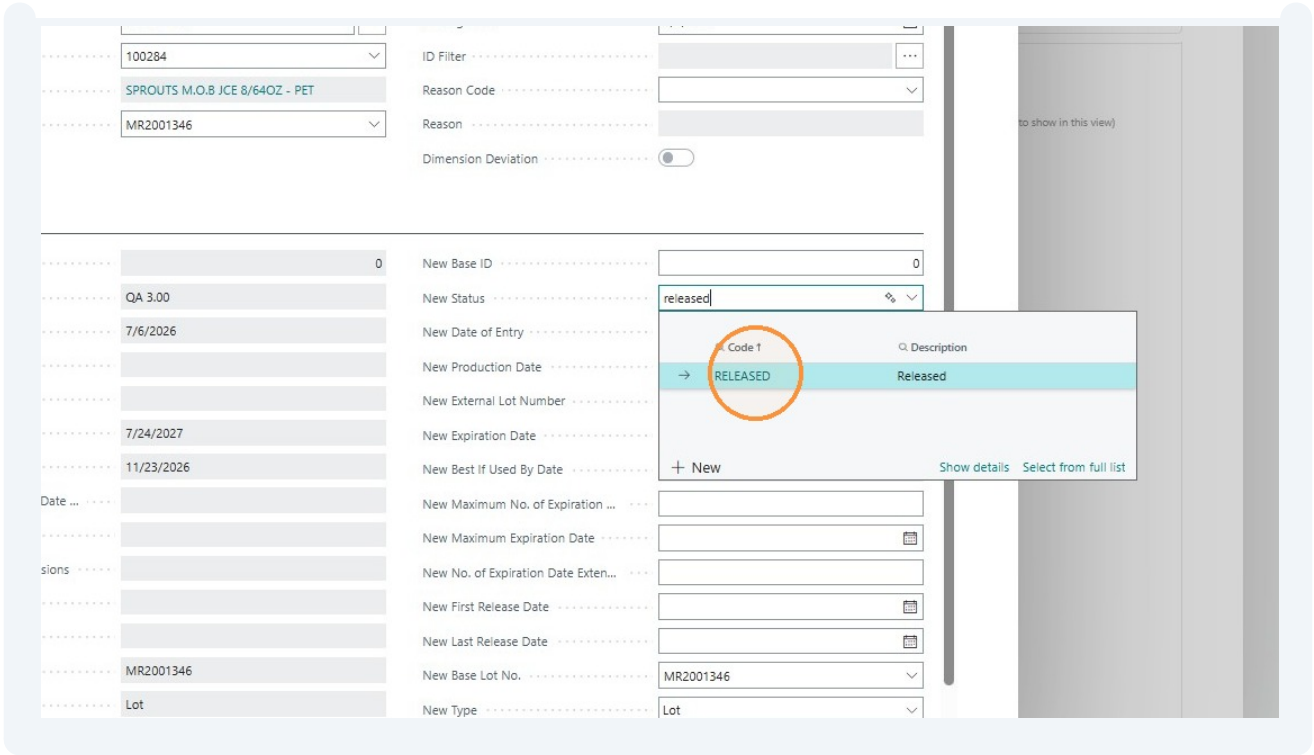
Item Description: SPROUTS M.O.B JCE 8/64OZ - PET Reason Code:

Lot No.: MR2001346 Reason:

Dimension Deviation:

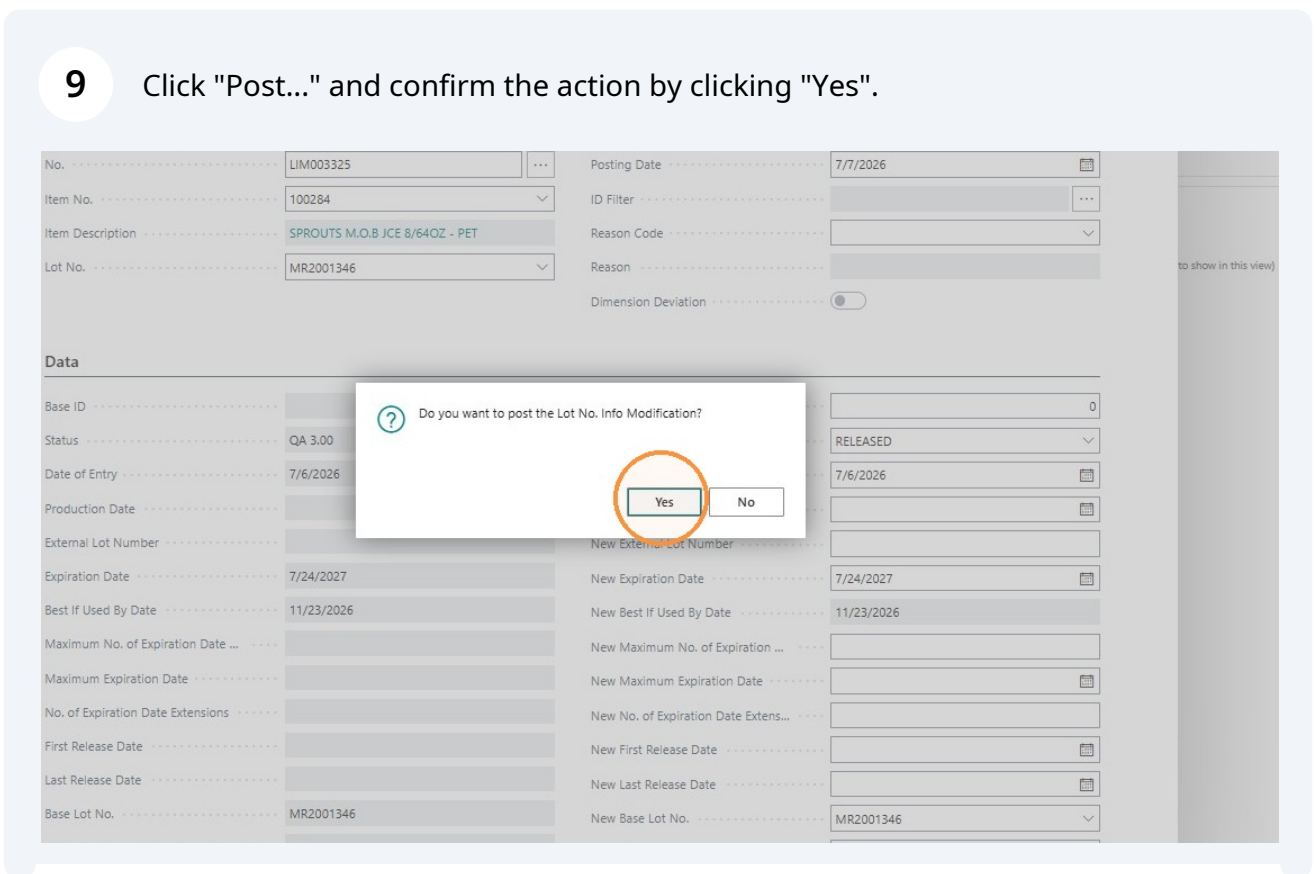
Data

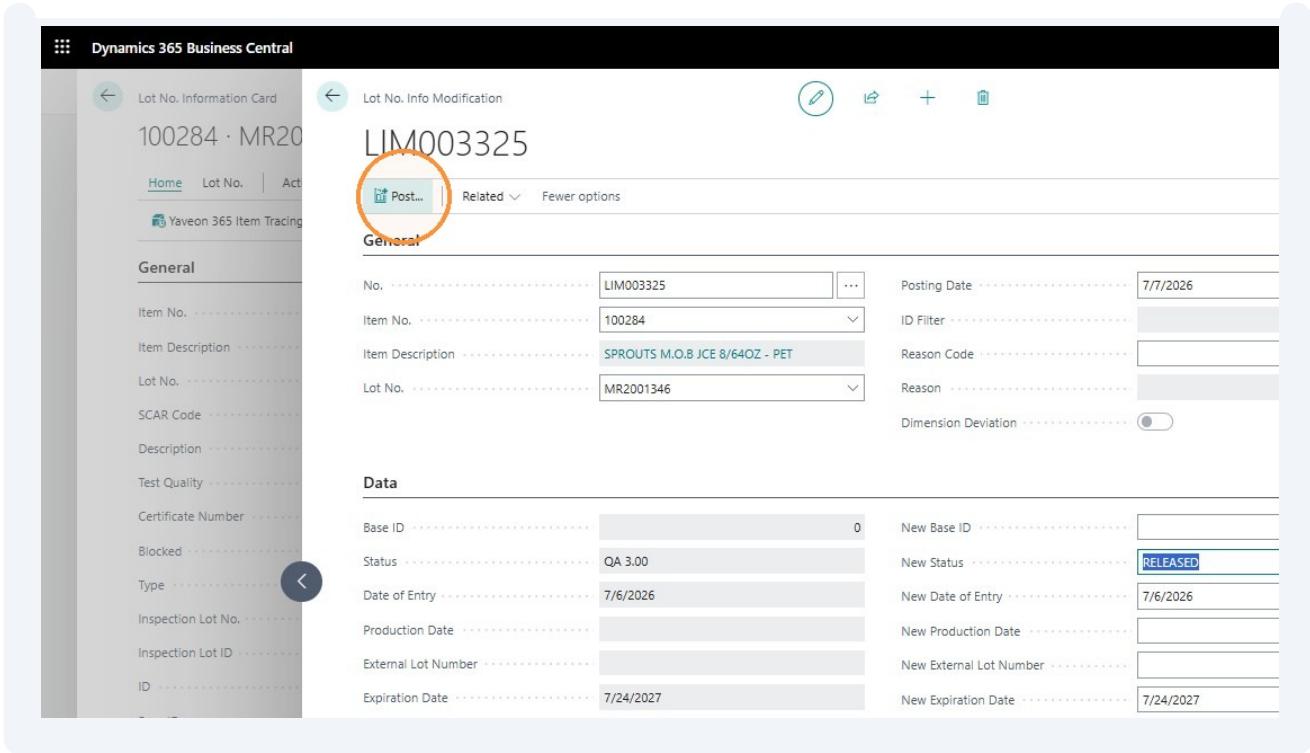
Base ID: 0	New Base ID: 0
Status: QA 3.00	New Status: RELEASED
Date of Entry: 7/6/2026	New Date of Entry: 7/6/2026
Production Date: <input type="text"/>	New Production Date: <input type="text"/>
External Lot Number: <input type="text"/>	New External Lot Number: <input type="text"/>
Expiration Date: 7/24/2027	New Expiration Date: 7/24/2027
Best If Used By Date: 11/23/2026	New Best If Used By Date: 11/23/2026
Maximum No. of Expiration Date ...: <input type="text"/>	New Maximum No. of Expiration ...: <input type="text"/>
Maximum Expiration Date: <input type="text"/>	New Maximum Expiration Date: <input type="text"/>
No. of Expiration Date Extensions: <input type="text"/>	New No. of Expiration Date Extension: <input type="text"/>
First Release Date: <input type="text"/>	New First Release Date: <input type="text"/>
Last Release Date: <input type="text"/>	New Last Release Date: <input type="text"/>
Base Lot No.: MR2001346	New Base Lot No.: MR2001346
Type: Lot	New Type: Lot
Inspection Lot No.: <input type="text"/>	New Inspection Lot No.: <input type="text"/>



Finalize and Post

9 Click "Post..." and confirm the action by clicking "Yes".





10 Click the back arrow to return to the Lot No. Information Card.

