Shelf Life Settings

Module Guide: Shelf Life Settings

Module Location

Utilities > Shelf Life Settings

Module Purpose

The **Shelf Life Settings** module is used to define the standard shelf life for various products or raw materials. This data serves as a critical parameter in inventory management, especially within an ERP system that requires quality control and stock rotation. By establishing a shelf life, the company can monitor and prevent the storage of expired goods.

1. Main View (Shelf Life List)

View Explanation

- **Shelf Life Table**:
  - **No.**: The sequence number for the shelf life entry.
  - **Shelf Life**: The registered shelf life value (e.g., entries like 300, 365, 360).
  - **Unit**: The time unit for the shelf life, which can be "Day" or "Month".

- This table displays a complete list of all registered shelf life parameters. Ideally, each entry will be used as a reference in the item master of the main system.

2. Add Shelf Life Page

View Explanation

- **Shelf Life**: A numeric input field for the shelf life duration (e.g., 300, 12).
- **Time Unit**: A choice between "Day" and "Month" using radio buttons.
- **Save / Cancel**: Buttons to save the new shelf life entry or cancel the input.

3. Steps for Adding a Shelf Life

- Navigate to the **Utilities > Shelf Life Settings** menu.
- Click the add button (if available) to open the input form.
- Enter the **Shelf Life** number (e.g., "365").
- Select the time unit, either **Day** or **Month**.
- Click **Save** to store the new entry, or **Cancel** to discard it.

4. Integrated Workflow & Business Process

- **Shelf Life Data Standardization**: All new products/items entered into the master data will select one of the standard shelf lives from this menu.

- **Integration with Inventory Module**: When goods are received in the warehouse, the system will refer to this shelf life data to automatically calculate the expiration date.

- **Quality & Compliance**: Accurate shelf life data is crucial for compliance in the food, pharmaceutical, or chemical industries—areas with strict regulations regarding the distribution and sale of expired goods.

5. Tips & Important Notes

- Ensure the shelf life unit and number are accurate and comply with the applicable product specifications and regulations.

- Conduct periodic audits and updates of the shelf life data to accommodate new formulations or regulations from suppliers or government agencies.

- Ensure all master items use the standardized shelf life logic defined here to facilitate the monitoring of expired stock and batch tracing throughout the supply chain.

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