Fube

GUIDE

How to work with batches and know who you sold each one to



> If you sell products in batches —food, cosmetics, parts—, sooner or later someone will ask you who you sold a specific batch to, and sometimes also which supplier it came from. If the batch is only handwritten in the description of each line, finding it means opening invoice after invoice.

In Fube **the batch has its own field**: on the product, on each sales line, on each line of what you buy and on the PDF, and lists can be filtered by batch. This guide is for anyone who keeps that record and wants it in the same place where they invoice.

Before you start

- **Batches are switched off by default.** It is a company-wide setting: until you turn it on, neither products nor lines show the field, so as not to add one more box for those who don't use them.
- **The batch is free text of up to 50 characters.** The code you already use —a number, a packing date, letters and numbers— works as it is.
- **It goes on both sales and purchases.** It appears on the lines of invoices, simplified invoices, corrective invoices, delivery notes, quotes, pro forma invoices, recurring invoices and sales orders, and on expense lines. Recurring expenses don't have it.
- **Which batches to record and for how long** depends on your sector and its regulations. If you have any doubts, check with your adviser or with whoever handles that compliance for you.

Step 1 · Turn on ‘Work with batches’

Go to **Settings › Company**. Below the company details is the **Work with batches** card: turn on the switch. It is saved straight away, without clicking ‘Save’, and Fube confirms it with the message ‘Products and lines now have a batch’.

From then on, the batch field appears on products and on sales and expense lines, and the **Batch** filter appears in the invoice, delivery note, expense and product lists.

Step 2 · Enter the current batch for each product

Open the product in your catalogue —if you don't have it yet, see how to **create the product and service catalogue**— and fill in **Current batch**: the batch you are currently selling for that product.

When you add the product to an invoice or a delivery note, the line copies that batch. When a new batch comes in, change the product's current batch: lines you create from then on will carry the new one, and documents you already had keep theirs. This is what makes it useful to keep the **product catalogue** up to date.

If a delivery includes several products with the same batch, you don't need to open them one by one: in the **Products** list, select them and choose **Actions › Assign batch**. Type the batch and it is applied to all of them; if you leave the field empty, it is removed. The list also has the **Batch** column, to see at a glance which batch each product has, and its filter.

Step 3 · Check or change the batch on each sales line

Each sales line has a **Batch** box, in the row with **Add description** and **Show tax details**. If the line comes from a product, it already carries its current batch. If not, or if in that sale the goods come from another batch, type it on the line: changing it there doesn't affect the product.

If a single sale includes two batches of the same product, add two lines, one per batch, each with its own quantity.

Step 4 · Enter the batch of what you buy

To know later where a batch came from, record it on the expense too. Each expense line has its own **Batch** box, just like sales lines.

If you **record the expense by uploading the supplier's invoice** and Fube reads it, it copies the batch the supplier prints on the line, after 'LOTE', 'Lote:', 'Lot' or 'Batch', even if it is attached to the item description. A reference or an item code is not taken as a batch. Check it before saving, like everything else it reads.

Step 5 · Issue: the batch appears on the PDF

On the document's PDF, the batch appears below the line name, as **Batch: …**, and on the simplified invoice receipt, after the name. That way your customer has it on the **delivery note** or invoice they receive.

Step 6 · Find who you sold a batch to and where it came from

In the **Invoices** or **Delivery notes** list, open the **Batch** filter and type the batch, in full or in part; upper or lower case doesn't matter. The list keeps the documents that have that batch on any of their lines, with their customer and date. The same filter in the **Expenses** list gives you the purchases of that batch, with their supplier.

The filter is in those three lists. Simplified invoices, corrective invoices, quotes, pro forma invoices and sales orders carry the batch on their lines and on the PDF, but their lists don't search by it.

Everything together in one document: the ‘Batch traceability’ skill

When there is a food safety alert, you are usually asked for both things at once: who it went to and where it came from. So you don't have to put it together by hand, **Library › Skills** has **Batch traceability**:

1. **Add it** from its page. The company owner or an administrator does this, just once.
2. On the same page, type the batch in **Ask Fube** and click **Make the draft**.
3. Fube leaves a draft in the Library with the customers who received it, the delivery notes and invoices with that batch and the purchases it came in on, each table taken straight from your data. You review it and download it as a PDF from its menu, with **Download as PDF**.

You need the Fube assistant, and receipts (simplified invoices) are not included, just as in the filter. You can also ask the assistant in the chat —‘who did I sell batch 51026 to?’—: it searches by batch in invoices, delivery notes and expenses. For what else the Library holds, see **Library docs, files and folders**.

What happens to the batch when you convert and repeat documents

- **When you convert or duplicate** a document, the lines carry their batch over: a delivery note or a quote that you convert into an invoice, several delivery notes that you invoice together, a sales order that becomes an invoice or an invoice that you duplicate. The full process is in **from sales order and delivery note to invoice**.
- **In recurring invoices**, each invoice that is generated takes the product's current batch at that moment; if the product has none, it takes the one on the recurring invoice's line. If you change batch, the following invoices go out with the new one without you touching the recurring invoice. How to schedule them is in **automate recurring invoices**.

Edge cases and common mistakes

- **You can't see the batch field.** Check that 'Work with batches' is switched on in Settings › Company. It's a per-company setting: if you manage several, turn it on in each one.
- **You search for a batch and nothing comes up.** The filter looks at the **Batch** field on the lines, not the description. Documents where you noted the batch by hand in the description don't appear with the filter. Also check the tab: in Invoices, 'Issued' doesn't show drafts or cancelled invoices.
- **You don't see 'Ask Fube' in the skill.** It only appears once the skill has been added. If you can't add it, ask the owner or an administrator of the company.
- **Turning batches off doesn't delete anything.** Fube warns you when you turn it off: 'Batches are no longer offered; the existing ones are kept'. Products and documents keep their batch, and those that already have one still show it on the PDF. What changes: the field and the filter are no longer shown, new lines no longer copy the product's batch and recurring invoices are generated without a batch.

Frequently asked questions

Does Fube tell me how many units of a batch I sold?

There is no count per batch. The filter and the skill give you the documents that carry that batch, and the quantities are in each of them.

Can I add the batch to an expense or a purchase?

Yes. Each expense line has its own **Batch** box, and if you upload the supplier's invoice Fube copies the one printed on it. Recurring expenses don't carry a batch.

Do I have to enable batches for each user?

No. The setting belongs to the company: once it's switched on, everyone who works in it sees it. It can be switched on by anyone with access to the company settings.

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